

RETAINER INVOICE

[Agency Name]
[Street Address]
[City, State, Zip]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO

[Client Name]
[Client Company]
[Client Address]
[Client Email]

PROJECT/RETAINER PERIOD

[Month, Year]
Terms: Net [30]

Description	Hours/Qty	Rate	Amount
Monthly Marketing Retainer Includes: SEO, Content Strategy, Social Media Management	1	\$0.00	\$0.00
Additional Ad Spend Management 10% of total spend exceeding budget	-	\$0.00	\$0.00
Subtotal \$0.00			
Tax (0%) \$0.00			
Total Due \$0.00			

Payment Instructions: Please include invoice number with your payment. We accept Wire Transfer, ACH, or Credit Card.

Thank you for your continued partnership.