

RETAINER INVOICE

[Creative Studio Name]
[Address Line 1]
[Email / Phone]

Invoice #: [000]
Date: [Date]
Period: [Month, Year]

CLIENT

[Client Company Name]
[Contact Name]
[Client Address]

RETAINER TERMS

Agreement: [Agreement ID/Name]
Hours Included: [X] Hours/Month
Renewal Date: [Date]

SERVICE DESCRIPTION	QTY / ALLOCATION	AMOUNT
Monthly Creative Services Retainer (Graphic Design, Copy, Strategy)	1	\$0.00
Overage Charges (Previous Period: [X] hours)	[0]	\$0.00
Reimbursable Expenses / Assets	[0]	\$0.00
Subtotal		\$0.00
Tax (0%)		\$0.00
Total Due		\$0.00

NOTES & PAYMENT INSTRUCTIONS

Please remit payment via ACH or Wire Transfer. Payment is due within [X] days of invoice date. Late fees apply as per the signed Creative Services Agreement.