

INVOICE

[Your Agency Name]
[Address Line 1]
[Email Address]

Invoice #: [000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

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

RETAINER PERIOD:

[Start Date] to [End Date]

Description	Qty/Hours	Rate	Amount
Monthly Video Production Retainer (Base Fee)	1	\$0.00	\$0.00
Additional Post-Production / Edits	[0]	\$0.00	\$0.00
Stock Media & Licensed Assets	1	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Total Amount Due: \$0.00

PAYMENT INSTRUCTIONS

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]

Please include invoice number in payment reference. Thank you for your business.