

[Your Name/Studio]

[Address Line 1]
[Email/Phone]

RETAINER INVOICE

Invoice #: [000]
Date: [Date]

Client:

[Client Name]
[Company Name]
[Address]

Payment Terms:

Due Date: [Date]
Period: [Month, Year]

Description	Hours/Allocation	Rate	Amount
Monthly Creative Assistant Retainer Creative support, design, and coordination	[00] Hours	[\$0.00]	[\$0.00]
Additional Overage Hours	[00] Hours	[\$0.00]	[\$0.00]

Subtotal \$[0.00]
Tax ([0]%) \$[0.00]
Total Due \$[0.00]

Payment Instructions:

Transfer to [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for the opportunity to support your creative projects.