

[Your Name/Agency Name]
[Business Address]
[City, State, Zip]
[Email Address]

INVOICE

[Invoice Number]
Date: [Date]

BILL TO:

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

PAYMENT TERMS:

Retainer Period: [Start Date] - [End Date]
Due Date: [Due Date]
Status: Retainer Pre-payment

Description of Services	Hours/Package	Rate	Amount
Executive Support Retainer Administrative management, scheduling, and correspondence.	[Qty]	[\$[0.00]]	[\$[0.00]]
Specialized Services Add-on [Project management/Social media/etc.]	[Qty]	[\$[0.00]]	[\$[0.00]]

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

PAYMENT INSTRUCTIONS:

Please remit payment via [Bank Transfer/PayPal/Stripe Link].
Checks payable to: [Business Name]

Thank you for your continued partnership.