

RETAINER INVOICE

[Your Name/Business Name]
[Address Line 1]
[Email/Phone]

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Company Name]
[Address Line 1]
[Email Address]

RETAINER PERIOD:

[Start Date] to [End Date]

PAYMENT STATUS:

Pending

Description of Services	Hours/Package	Rate	Total
Monthly Virtual Assistant Retainer - [Tier Name]	[00] Hours	[\$[0.00]]/hr	[\$[0.00]]
Additional Services / Overages	-	-	[\$[0.00]]

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

PAYMENT INSTRUCTIONS

Please send payment via [PayPal/Bank Transfer/Stripe] to: [Payment Details]
Terms: Payment is due upfront to secure the retainer slot for the upcoming month.

Thank you for your business!