

INVOICE

#INV-001

Date: [Date]

Due Date: [Date]

FROM

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

TO

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

Description	Hours/Qty	Rate	Total
[Package Name] Retainer Service Period: [Start Date] - [End Date]	[Hours]	[\$[Rate]/hr	[\$[Total]
Overage Hours (Previous Month)	[Hours]	[\$[Rate]/hr	[\$[Total]

Subtotal: \$[Amount]

Tax (0%): \$0.00

Total Due: \$[Amount]

Payment Terms: Retainers are payable in advance of services. Please remit payment via [Bank Transfer/PayPal/Stripe].

Thank you for your business.