

[Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

RETAINER INVOICE

Invoice #: [0000]
Date: [MM/DD/YYYY]
Billing Period: [Month, Year]

BILL TO:

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

RETAINER TERMS:

Agreement Ref: [Contract ID]
Renewal Date: [MM/DD/YYYY]
Payment Due: [Net Days]

Description	Hours/Qty	Rate	Amount
Monthly Retainer Service Fee - [Service Category]	[0.0]	[\$[0.00]]	[\$[0.00]]
Additional Overage Hours (Prior Month)	[0.0]	[\$[0.00]]	[\$[0.00]]
Reimbursable Expenses	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
Total Due: \$[0.00]

Notes:

This is a recurring invoice based on the Retainer Agreement signed on [Date]. Any unused hours are subject to the rollover terms defined in said agreement.

Payment Instructions:

Please make checks payable to [Company Name] or pay via [Electronic Transfer Method] using Reference [Invoice #].