

INVOICE

[Company Name]
[Street Address]
[City, State, Zip]

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

BILL TO:

[Client Name]
[Client Business Name]
[Client Email / Address]

PAYMENT STATUS:

[Automated Retainer]
Method: [Credit Card ending in XXXX]
Next Billing Date: [MM/DD/YYYY]

Description	Quantity	Rate	Amount
Monthly Retainer - [Service Name] Service Period: [Start Date] to [End Date]	1	[\$[0.00]]	[\$[0.00]]
Additional Hours / Overage [Description of extra work]	[0]	[\$[0.00]]	[\$[0.00]]

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

Notes:

This is an automated billing statement for your recurring retainer. The total amount has been charged to your payment method on file. No further action is required.