

# RETAINER INVOICE

Invoice #: [0000]

Date: [Date]

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

**BILL TO:** [Client Name]  
[Client Company]  
[Street Address]  
[City, State, Zip]

RETAINER PERIOD: [Start Date] to [End Date]

Description of Fixed Fee Services	Amount
<b>Monthly Consulting Retainer</b> Professional services as per agreement for the current period.	\$0.00
<b>Additional Flat Fee Add-ons</b> [Optional specific deliverables]	\$0.00
Subtotal: \$0.00	
Tax (0%): \$0.00	

**Total Amount Due: \$0.00**

**Payment Terms:** Net [30] days. Please make checks payable to [Name] or use [Payment Link/Bank Details].  
Thank you for your business.