

INVOICE

[Consultant Name/Agency]
[Address Line 1]
[Email/Phone]

Invoice #: [001]
Date: [Date]
Due Date: [Date]

BILL TO

[Client Contact Name]
[Client Company Name]
[Address Line 1]
[Address Line 2]

PAYMENT TERMS

Retainer Period: [Month, Year]
Method: [Bank Transfer / Check / Credit Card]

Description	Hours/Qty	Rate	Amount
Monthly Marketing Retainer [Strategy, SEO, Social Media Management]	1	\$0.00	\$0.00
Additional Consulting Hours [Over-cap project work]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Total Due: \$0.00

Notes: Retainer fees are due at the commencement of the service period. Please include the invoice number with your payment.