INVOICE

[Agency Name]
[Agency Address]
[Contact Email]

Invoice #: [000001]
Date: [MM/DD/YYYY]

Bill To:
[Client Company Name]
[Client Contact Person]
[Client Address]

Billing Cycle:
[Month, Year]
Due Date:
[MM/DD/YYYY]

Description	Hours/Qty	Rate	Amount
Monthly Retainer Fee Service period: [Start Date] - [End Date]	1	$0.00	$0.00
Additional Overage/Project Work [Description of extra tasks]	[0]	$0.00	$0.00

Subtotal: $0.00
Tax (0%): $0.00

Total: $0.00

Payment Instructions:
Bank Name: [Name]
Account Number: [Number]
Routing Number: [Number]

Thank you for your continued partnership.