

RETAINER INVOICE

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

Invoice #: [0000]

Date: [Month DD, YYYY]

Billing Period: [Start Date] - [End Date]

BILL TO:

[Client Name]
[Property Address]
[City, State, Zip]

SERVICE FREQUENCY:

[Weekly / Bi-Weekly / Monthly]
Maintenance Retainer Tier: [Standard/Premium]

Service Description	Qty/Hrs	Rate	Total
Landscaping Retainer Fee Includes mowing, edging, blowing, and weeding	1	[\$0.00]	[\$0.00]
Scheduled Seasonal Pruning Quarterly shrub and hedge maintenance	-	[\$0.00]	[\$0.00]
Additional Supplies / Mulch Pre-approved material costs	-	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]

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

Payment Terms: Net [30] days. Please make checks payable to **[Business Name]**.

Notes: Retainer covers all scheduled visits for the upcoming period. Unused hours do not roll over unless specified in contract.