RETAINER INVOICE

[Your IT Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

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

Bill To:

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

Payment Terms:

Due Date: [MM/DD/YYYY]
Method: [ACH / Credit Card / Check]

Description of Services	Hours/Qty	Rate	Amount
Monthly IT Support Retainer ([Plan Name])	[1]	$[0.00]	$[0.00]
Pre-paid Block of Hours	[Qty]	$[0.00]	$[0.00]
Additional Overage Hours (Prior Month)	[Qty]	$[0.00]	$[0.00]

Subtotal: $[0.00]
Tax: $[0.00]

Total Due: $[0.00]

Notes:

Retainer covers [Network Monitoring, Security Updates, Help Desk]. Unused hours [do/do not] roll over to the next month. Please make checks payable to "[Company Name]".