

RETAINER INVOICE

Invoice #: _____

Date: _____

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

BILL TO:

[Client Name]

[Client Address]

[City, State, Zip]

MATTER REFERENCE:

[Matter Name/Case Number]

[Attorney Name/Initials]

Description	Amount
Legal Services Retainer Fee - [Description of Scope]	\$ 0.00
Initial Trust Account Deposit	\$ 0.00
Subtotal: \$ 0.00	
Total Due: \$ 0.00	

Payment Instructions: Please make checks payable to "[Law Firm Name] Trust Account". For wire transfers, please use the instructions attached to this invoice.

Note: This retainer will be held in a trust account and applied against future billable hours and disbursements as outlined in the Representation Agreement.