

[Company Name]

[Address Line 1]
[Address Line 2]
[Email/Phone]

INTERIM RETAINER INVOICE

Invoice #: [0000]
Date: [Date]
Billing Period: [Start] - [End]

Bill To:

[Client Name]
[Client Address]
[Contact Email]

Payment Terms:

Due on: [Date]
Cycle: Recurring Monthly

Description of Services	Quantity/Hours	Rate	Total
Monthly Retainer - [Service Name]	1.0	\$0.00	\$0.00
Interim Overage Adjustment (Previous Period)	[Qty]	\$0.00	\$0.00
Administrative Fees	-	-	\$0.00

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

Payment Instructions:

[Bank Name] | SWIFT: [Code] | Account: [Number]

Notes: This is an interim billing statement for recurring services. Unused retainer hours do/do not roll over as per the service agreement.