

INTERIM INVOICE

[Your Business Name]
[Address Line 1]
[Email/Phone]

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

BILL TO:
[Client Name]
[Client Address]
[Client Email]
RETAINER AGREEMENT:
Ref: [Contract Title/ID]
Type: [Monthly/Project Retainer]

Description of Services (Interim)	Hours/Qty	Rate	Amount
[Service Item 1 - Progress billing for milestone X]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Item 2 - Retainer hours exceeded]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Recurring Retainer Base Fee]	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
Less Credits: (\$[0.00])
Total Due: \$[0.00]

Notes: [e.g. Payment due within 15 days via bank transfer.]

Thank you for your business.