

# RETAINER INVOICE

**[Consultant/Company Name]**  
[Street Address]  
[City, State, Zip]  
[Email/Phone]

**Invoice #:** [0000]  
**Date:** [MM/DD/YYYY]  
**Due Date:** [MM/DD/YYYY]

**Bill To:**

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

**Project / Reference:**

[Project Name or Retainer ID]  
**Period:** [Start Date] - [End Date]

Description	Quantity/Hours	Rate	Total
Monthly Consultant Retainer Fee	[1.0]	[\$0.00]	[\$0.00]
[Additional Service/Adjustment]	[-]	[-]	[\$0.00]

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

**Total Amount Due: \$[0.00]**

**Payment Instructions:**

Please make checks payable to [Consultant Name] or pay via [Bank Transfer/Wire Info].

**Terms:**

Retainer fees are due in advance of services for the upcoming period. Thank you for your business.