

RETAINER INVOICE

[Law Firm Name]
[Street Address]
[City, State, Zip]
[Tax ID/VAT Number]

Invoice #: [0000]
Date: [Date]
Matter ID: [Case Reference]

CLIENT

[Client Name]
[Company Name]
[Client Address]
[Email/Phone]

PAYMENT TERMS

Due Date: [Date]
Payment Type: Advance Retainer

Description of Legal Services	Amount
Initial Retainer for Commercial Law Representation - [Matter Description]	\$0.00
Administrative/Filing Setup Fees	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Retainer Due: \$0.00

REMITTANCE INSTRUCTIONS

Bank: [Bank Name]

Account Name: [Trust Account Name]

Account Number: [Number]

Routing/Swift: [Code]

Note: These funds will be held in a dedicated Client Trust Account and applied against future billable hours and disbursements as per the signed Engagement Letter.