

RETAINER INVOICE

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

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

CLIENT INFORMATION

[Enterprise Client Name]
[Department/Attention To]
[Client Address]
[Client Email]

MATTER REFERENCE

Matter ID: [Matter-Reference-ID]
Period: [Billing Month/Year]
Contract: [Agreement Ref #]

DESCRIPTION OF SERVICES / LEGAL MATTER	RATE	HOURS	AMOUNT
[General Corporate Counsel - Monthly Retainer Fee]	[\$[0.00]]	[0.0]	[\$[0.00]]
[Excess Hourly Charges - Case Ref #]	[\$[0.00]]	[0.0]	[\$[0.00]]
[Administrative Disbursements / Filing Fees]	-	-	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]
Total Balance Due: \$[0.00]

Payment Terms: Net [30] Days. Please include Invoice # on all wire transfers or checks.

Wire Instructions: Bank: [Name] | Account: [Number] | Routing: [Number] | Swift: [Code]

This document is a confidential legal invoice intended solely for the recipient named above.