

RETAINER INVOICE

[Engineering Firm Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

CLIENT:

[Client Name]
[Company Name]
[Client Address]
[Project Reference/PO #]

Description of Engineering Services	Period	Amount
Mechanical Engineering Retainer Fee Priority access to design, consultation, and CAD services.	[Start Date] - [End Date]	\$0.00
Pre-paid Hours Allotment [Number] hours included at discounted rate.	N/A	\$0.00
Subtotal: \$0.00 Tax (if applicable): \$0.00		

Total Due: \$0.00

Payment Terms: Retainer must be paid in full to commence/resume project scheduling.

Bank Details: [Bank Name] | **Account:** [Number] | **Routing:** [Number]

Thank you for your business.