

INVOICE

Retainer Period: [Month, Year]

[Studio Name]
[Address Line 1]
[Email / Website]

CLIENT

[Client Company Name]
[Contact Person]
[Address Line 1]

DETAILS

Invoice #: [000]
Date Issued: [Date]
Due Date: [Date]

Description	Hours/Qty	Rate	Amount
Monthly Design Retainer [Details of included services / tier]	1	\$0.00	\$0.00
Overages / Additional Tasks [Description of work outside retainer scope]	0	\$0.00	\$0.00
			Subtotal: \$0.00
			Tax: \$0.00
			Total Due: \$0.00

PAYMENT INSTRUCTIONS

Please remit payment via [Bank Transfer / Check / Online Link].
Bank: [Name] | Account: [Number] | Routing: [Number]

Thank you for the ongoing partnership.