

INVOICE

[Your IT Company Name]
[Street Address]
[City, State, Zip]
[Email / Phone]

Invoice #: [0000]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

BILL TO:

[Client Company Name]
[Contact Person]
[Client Address]
[Client Email]

RETAINER PERIOD:

[Start Date] to [End Date]
Plan: [e.g., Managed IT Gold]

Description of Services	Qty/Hours	Rate	Amount
Monthly IT Support Retainer (Managed Services)	1	[\$[0.00]]	[\$[0.00]]
Additional On-site Hours (Excess of Retainer)	[0]	[\$[0.00]]	[\$[0.00]]
Cloud Backup/Software Licenses	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax (0%): \$[0.00]

Total Due: \$[0.00]

PAYMENT INSTRUCTIONS

Please make checks payable to **[Your Company Name]** or pay via Bank Transfer to:
Bank: [Bank Name] | Account: [Account Number] | Routing: [Routing Number]

Thank you for your business.