

# INVOICE

[Project Manager Name/Agency]  
[Address Line 1]  
[Email / Phone]

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

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**Bill To:**

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

**Project:**  
[Project Name/Retainer Period]

Description	Hours/Qty	Rate	Total
Monthly Project Management Retainer - [Month, Year]	1	\$0.00	\$0.00
Additional Overage Hours (if applicable)	0	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

**Total Amount Due: \$0.00**

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**Payment Instructions:**

Please make checks payable to [Name] or pay via [Bank/Platform Details].

**Notes:**

Thank you for your continued partnership. This invoice covers the monthly recurring management fee as per our agreement.