

# [CONSULTANT NAME]

[Address Line 1]

[Address Line 2]

[Email / Phone]

## INVOICE

**Invoice #:** [0000]

**Date:** [Date]

**Due Date:** [Date]

### BILL TO:

[Client Company Name]

[Contact Person]

[Client Address]

### DESCRIPTION

### QUANTITY RATEAMOUNT

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#### Monthly Technical Retainer

Period: [Month, Year] - Includes [X] hours of consulting, system monitoring, and priority support.

1 \$0.00 \$0.00

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#### Additional Technical Hours

Exceeding retainer base (Task details attached in addendum)

[0] \$0.00 \$0.00

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Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

## Payment Instructions

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

Please make all checks payable to [Consultant Name].