

INVOICE

[Company Name]

[Street Address]

[City, State, Zip]

Invoice #: [00000]

Date: [MM/DD/YYYY]

Retainer Period: [Month, Year]

BILL TO:

[Client Name]

[Client Company]

[Client Address]

RETAINER SUMMARY:

Total Included Hours: [00.0]

Hourly Overage Rate: \$[0.00]

DATE	CONTENT ACTIVITY / DELIVERABLE	HOURS	STATUS
[MM/DD]	[e.g., Blog Post: "Topic Title" - Research & Drafting]	[0.0]	Completed
[MM/DD]	[e.g., Social Media Calendar - Content Curation]	[0.0]	Completed
[MM/DD]	[e.g., Monthly Analytics Reporting & SEO Review]	[0.0]	Completed

DATE	CONTENT ACTIVITY / DELIVERABLE	HOURS	STATUS
[MM/DD]	[e.g., Email Newsletter Design & Sequencing]	[0.0]	In Progress

Retainer Base Fee: \$[0.00]
 Total Hours Logged: [0.0] hrs
 Overage Hours: [0.0] hrs
 Overage Charges: \$[0.00]
 TOTAL DUE: \$[0.00]

Notes:

Payment is due within [X] days. Please include invoice number with your payment.