

RETAINER INVOICE

Digital Strategy Services

INVOICE NUMBER

#000-000

FROM

[Consultancy Name]
[Address Line 1]
[Email Address]
BILL TO

[Client Company]
[Contact Name]
[Project Reference]

RETAINER PERIOD

[Start Date] - [End Date]
DUE DATE

[Date]

Date	Description of Activities	Hours	Rate/Hr
[Date]	Market Analysis & Competitive Benchmarking	0.00	\$0.00
[Date]	Campaign Optimization & Strategic Roadmap Update	0.00	\$0.00
[Date]	Monthly Performance Reporting & Stakeholder Meeting	0.00	\$0.00
[Date]	Content Strategy Planning	0.00	\$0.00

Retainer Hours Used: 0.00 / [Cap]
Subtotal: \$0.00
Tax (0%): \$0.00
Amount Due: \$0.00

NOTES

Retainer hours do not roll over unless specified in contract. Please make checks payable to [Company Name].