

INVOICE

Retainer & Timesheet Summary

Agency Name
Street Address
City, State, Zip
email@agency.com

BILL TO

Client Name / Company
Point of Contact
Client Address
client-email@domain.com

Invoice #: [0000]

Billing Period: [Month, Year]

Date Issued: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

Retainer Overview

SERVICE DESCRIPTION	ALLOCATION	RATE	AMOUNT
Monthly Inbound Marketing Retainer (Tier [X])	[X] Hours/Mo	\$0.00	\$0.00

Detailed Timesheet Log

DATE	CATEGORY	DESCRIPTION OF ACTIVITY	HOURS
MM/DD	SEO	On-page optimization and keyword mapping	0.0
MM/DD	Content	Blog Post: "[Title]" - Drafting and Editing	0.0
MM/DD	Paid Ads	PPC Campaign management and A/B testing	0.0
MM/DD	Automation	HubSpot workflow setup and lead scoring	0.0

Retainer Subtotal: \$0.00
 Additional Overage: \$0.00
 Tax: \$0.00

TOTAL DUE: \$0.00

Notes: All hours logged are documented via [Time Tracking Software]. Retainer hours do not roll over unless specified in the Master Service Agreement. Please make checks payable to "Agency Name".