

INVOICE

Retainer Services

[Agency Name]

[Address Line 1]

[Email/Phone]

BILLED TO

[Client Name]

[Client Address]

[Client Contact]

INVOICE DETAILS

Invoice #: [000]

Date: [Date]

Retainer Period: [Month, Year]

Description of Service	Qty/Hours	Rate	Amount
Digital Media Management Retainer (Tier [X])	1	\$0.00	\$0.00
Content Creation & Strategy	-	-	Included
Ad Account Monitoring & Reporting	-	-	Included

Description of Service	Qty/Hours	Rate	Amount
Additional Services / Overage Hours	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total: \$0.00

Payment Terms: Retainer due on the 1st of every month. Please make checks payable to [Agency Name] or pay via [Link/Bank Details].

Thank you for your continued partnership.