

[DESIGNER NAME/STUDIO]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

[Invoice Number]
Date: [Date]
Due Date: [Date]

BILLED TO:

[Client Name]
[Company Name]
[Address]
[Email]

RETAINER PERIOD:

[Start Date] to [End Date]

HOURS INCLUDED: [X] Hours

DESCRIPTION	QUANTITY	RATE	AMOUNT
Monthly Retainer - Graphic Design Services	1	\$0.00	\$0.00
Overage Hours (if applicable)	[0]	\$0.00	\$0.00
Additional Expenses / Assets	[0]	\$0.00	\$0.00
Subtotal \$0.00			
Tax ([0]%) \$0.00			
Total \$0.00			

PAYMENT TERMS:

Please make checks payable to [Designer Name] or pay via [Payment Method].
Payment is due within [X] days of invoice date.