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RETAINER INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	CLIENT PO NO.	SERVICE MONTH	AGREEMENT REF.

BILL TO

Name

Company

Address

Phone / email

CONSULTANT

Business

Address

Phone / email

Tax ID / EIN

Description	Qty / days	Rate	Amount

Subtotal	
Expenses (schedule attached)	
Tax rate (%)	
Tax	
Amount due	

Retainer usage this month

Days included	Days used	Over / (under)	Carry-forward policy

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Activity summary