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RETAINER INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	SERVICE MONTH	AMOUNT DUE

BILL TO

Name

Company

Address

Phone / email

FROM

Business

Address

Phone / email

Tax ID (W-9)

Description	Qty / hours	Rate	Amount

Subtotal	
Tax rate (%)	
Tax	
Amount due	

Retainer hours this month

Hours included	Hours used	Over / (under)	Rollover policy

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Work summary

Retainer invoices are issued on the 1st and due within 10 days. Thank you.