

RETAINER ACTIVITY & BILLING STATEMENT

Statement No.	
Date	
Billing Period	

CONSULTANT

CLIENT

RETAINER ACCOUNT SUMMARY

Beginning Retainer Balance	
Additional Payments / Retainer Replenishment Received	
Less: Total Fees Billed (from log below)	
Less: Reimbursable Expenses Billed	
Remaining Retainer Balance (Carried Forward)	
Additional Amount Due / Payment Required	

DATE	DESCRIPTION OF SERVICE / ACTIVITY	HOURS	RATE	TOTAL
Total Activity				

NOTES / PAYMENT INSTRUCTIONS

