

RETAINER INVOICE

Invoice No.

Date

Due Date

CLIENT INFORMATION

CASE/ MATIER REFERENCE

DATE	DESCRIPTION OF SERVICES/ DISBURSEMENTS	HOURS/ RATE	AMOUNT

RETAINERACCOUNT SUMMARY & INSTRUCTIONS

Total Fees

Total Expenses

Less: Retainer Applied

Total Due / Outstanding

Replenish Retainer By

Prepared By

Client Acknowledgement

Thank you for your continued trust in our services.