



# INVOICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoice No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
Billing Period: \_\_\_\_\_

**CLIENT / BILL TO**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICE PROVIDER / REMIT TO**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETAINER SERVICE DESCRIPTION	COVERAGE PERIOD	MONTHLY FEE
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Subtotal \_\_\_\_\_

Tax / VAT \_\_\_\_\_

**Total Due** \_\_\_\_\_

**TERMS & CONDITIONS**  
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**PAYMENT INSTRUCTIONS**  
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