



# RETAINER INVOICE

Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

**FROM**

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

**TO**

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

| DESCRIPTION | RETAINER PERIOD | FIXED FEE | AMOUNT |
|-------------|-----------------|-----------|--------|
| _____       | _____           | _____     | _____  |
| _____       | _____           | _____     | _____  |

Subtotal \_\_\_\_\_

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

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

**Payment Terms & Instructions**

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