

RETAINER INVOICE

Invoice No: _____
Date: _____
Due Date: _____
Retainer Period: _____

BILL TO

DESCRIPTION / RETAINER PACKAGE	HOURS/QTY	RATE	AMOUNT
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____
_____ _____	_____	_____	_____

Subtotal _____
Tax / Adjustments _____
Total Due _____

PAYMENT TERMS & INSTRUCTIONS

