

RETAINER & WIP BILLING SHEET

Statement of Work in Progress and Retainer Ledger

Client Name:

Project / Matter:

Billing Period:

Sheet Number:

Date:

Account Ref:

1. RETAINER ACCOUNT LEDGER

2. WORK IN PROGRESS (WIP) DETAILS

Total WIP Generated:

Less: Applied from Retainer:

Net Balance Due:

Prepared By
Client Approval / Authorization