



RETAINER STATEMENT

Freelancer Billing

FREELANCER INFORMATION

Name: _____
Company: _____
Email: _____
Phone: _____

CLIENT INFORMATION

Client Name: _____
Company: _____
Email: _____
Phone: _____

Statement Date	Statement Number	Retainer Period (Start)	Retainer Period (End)

DESCRIPTION OF SERVICES / RETAINER PACKAGE	HOURS / QTY	RATE	TOTAL
--	-------------	------	-------

Subtotal: _____

Retainer Deposit Applied: _____

Tax / Other: _____

Total Due: _____

PAYMENT TERMS & INSTRUCTIONS

A large, empty rectangular box with a dashed border, positioned below the section header. This box is intended for the user to enter the payment terms and instructions for the invoice.