

INVOICE

MONTHLY COPYWRITING RETAINER

Invoice No: _____

Date: _____

Due Date: _____

Retainer Period: _____

COPYWRITER / AGENCY

CLIENT

| DESCRIPTION / SCOPE OF WORK | HOURS / QTY | RATE | AMOUNT |
|-----------------------------|-------------|------|--------|
|-----------------------------|-------------|------|--------|

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Subtotal: _____

Tax: _____

Total Due: _____

PAYMENT TERMS & INSTRUCTIONS

