

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**RETAINER INVOICE**

Invoice No. \_\_\_\_\_  
Date \_\_\_\_\_  
Due Date \_\_\_\_\_

**BILL TO**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETAINER TERMS**  
\_\_\_\_\_

Billing Cycle \_\_\_\_\_  
Retainer Period \_\_\_\_\_  
Payment Method \_\_\_\_\_

| DESCRIPTION OF SERVICES (RETAINER) | COVERAGE PERIOD | MONTHLY RATE | TOTAL DUE |
|------------------------------------|-----------------|--------------|-----------|
|------------------------------------|-----------------|--------------|-----------|

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

Subtotal \_\_\_\_\_

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

**Total Due**

**Payment Terms & Instructions**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

