

CONSULTING SERVICE AGREEMENT

Retainer & Hourly Payroll Sheet

Consultant Name: _____ Billing Period: _____
Client Name: _____ Agreement Date: _____
Project / Account: _____ Invoice Number: _____

1. RETAINER SUMMARY

Retainer Description / Tier	Included Hours	Hourly Rate	Retainer Fee

2. HOURLY LOG (ADDITIONAL / NON-RETAINER HOURS)

Date	Description of Services Rendered	Hours	Rate	Total

3. PAYROLL CALCULATION

Total Retainer Fee:	
Total Additional Hourly Fees:	
Reimbursable Expenses:	
Total Payment Owed:	

Consultant Signature

Date: _____

Authorized Client Approval Signature

Date: _____