RETAINER INVOICE

BUSINESS

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Retainer period _____

BILL TO (CLIENT)

Company _____ Attention _____

Address _____

Email _____

RETAINER TERMS

Monthly retainer _____ Included hours _____

Overage rate _____

Unused hours _____

RETAINER

Item	Details	Qty	Unit	Rate	Amount

Retainer subtotal

OVERAGE HOURS

Item	Details	Qty	Unit	Rate	Amount

Overage subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Sales tax, if applicable (_____%)	
Total	
Less: unused retainer credit, if any	
Amount due	

RETAINER NOTES

_____

_____

Please quote the invoice number with your payment.