

Company Name: \_\_\_\_\_

# RETAINER INVOICE

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Invoice # \_\_\_\_\_

Date: \_\_\_\_\_

**Client / Customer**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Description	Hours	\$ / Hour	Amount (\$)

Comments or Special Instructions: \_\_\_\_\_

Payment is due within \_\_\_\_ days.

SUBTOTAL	
DISCOUNT	
TAX	
<b>TOTAL</b>	

Thank you for your business!