

Acme Consulting Ltd.
123 Main Street
Cityville, ST 10000
Phone: (123) 456-7890
Email: contact@acmeconsulting.com

INVOICE

Billed To:

John Client
Client Co.
456 Elm Street
Townsville, ST 90011

Invoice #: RB-2024-0515
Date Issued: 2024-06-10
Retainer Period: June 1, 2024 – June 30, 2024
Due Date: 2024-06-24

Retainer Details

Description	Unit Cost	Quantity	Amount
Monthly Retainer: Consulting Services (20 hours incl.)	\$2,000.00	1	\$2,000.00
Additional Consulting Hours (5 hrs @ \$120/hr)	\$120.00	5	\$600.00
Subtotal:			\$2,600.00
Tax (5%):			\$130.00
Total Due:			\$2,730.00
Amount Paid:			\$0.00
Balance Due:			\$2,730.00

Payment Instructions

Payment by bank transfer to Acme Consulting Ltd.
Bank: First National Bank
Account #: 123456789
Routing #: 987654321
Please include the invoice number with your payment.

Important Notes

- This invoice reflects a retainer-based consulting agreement, covering services as specified above.
- Unused retainer hours do not roll over to the next period unless otherwise agreed.
- Additional work beyond retainer amount is billed at the stated hourly rate.
- Please review your contract for complete terms regarding retainer and payment policies.
- Prompt payment ensures uninterrupted access to consulting services.

