

Retainer Invoice

From:

Jane Doe Freelance Design
123 Creative Lane
Cityville, ST 12345
Phone: (123) 456-7890
Email: jane.doe@email.com

Invoice To:

Acme Corporation
88 Business Rd
Metropolis, ST 54321
Contact: John Smith
Email: john@acmecorp.com

Invoice #: RET-2024-007

Date Issued: 2024-06-25

Due Date: 2024-07-01

Retainer Description

DESCRIPTION	PERIOD	AMOUNT
Monthly Retainer for Design Services	July 2024	\$1,500.00

Subtotal	\$1,500.00
Tax (0%)	\$0.00
Total Due	\$1,500.00

Payment Method: Bank Transfer

Bank Details: Acct. No. 123456789

Bank Name: Good Bank Co.

Important Notes

- This invoice is for retainer payment and represents an advance for upcoming services.
- Retainer fees are non-refundable unless agreed otherwise in the contract.
- Work will commence upon receipt of the retainer payment.
- Future invoices for additional services or out-of-scope work will be issued separately.
- Please reference the invoice number when making payment.