

Legal Retainer Invoice

From

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip]
[Phone]
[Email]

To

[Client Name]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip]

Invoice No: [#####]
Date Issued: [MM/DD/YYYY]
Retainer Period: [Start Date] - [End Date]
Due Date: [MM/DD/YYYY]

| Description | Hours | Rate | Amount |
|--------------------------------|-------|--------|---------------|
| [Retainer Service Description] | [##] | [Rate] | [Subtotal] |
| [Additional Service] | [##] | [Rate] | [Subtotal] |
| Subtotal | | | [Subtotal] |
| Adjustments | | | [Adjustments] |
| Total | | | [Total] |

Retainer Payment Details

Retainer Amount: [Amount]
Previously Paid: [Amount]
Current Balance Due: [Amount]

Authorized Signature:

Date: _____

Please make all checks payable to [Law Firm Name].
Thank you for your business.

