

**From:**

[Your Name / Studio]  
[Address Line 1]  
[Address Line 2]  
[Email]  
[Phone]

**Bill To:**

[Client Name]  
[Client Company]  
[Client Address Line 1]  
[Client Address Line 2]  
[Client Email]

**Invoice Details:**

Invoice #: [xxxxx]  
Date: [YYYY-MM-DD]  
Due Date: [YYYY-MM-DD]

Description	Qty / Hours	Rate	Amount
Monthly Graphic Design Retainer	[xx]	[Currency] [xx.xx]	[Currency] [xx.xx]
(Optional: List of included services, e.g. "Social Media Designs, Banners, Ads")			
<b>Subtotal</b>	<b>[Currency] [xx.xx]</b>		
<b>Tax ([xx]%)</b>	<b>[Currency] [xx.xx]</b>		
<b>Total</b>	<b>[Currency] [xx.xx]</b>		

**Payment Info:**

Bank: [Bank Name]  
Account Name: [Account Name]  
Account Number: [xxxx xxxx xxxx]  
IBAN/SWIFT: [if needed]  
or [Payment Link / Platform]

**Terms:**

Payment is due within [xx] days.  
Retainer covers [description, e.g., "up to xx hours of design services per month"]  
Unused hours do not roll over.

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**Notes:** Thank you for your business! Please contact us with any questions or concerns.