

[Your Studio / Logo]

Invoice

Retainer - Graphic Design Services

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")			
Subtotal			[Currency] [xx.xx]
Tax ([xx]%)			[Currency] [xx.xx]
Total			[Currency] [xx.xx]

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.

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