

Monthly retainer tracker

Blank worksheet · one client and period per copy

Complete by hand or copy these fields into your working document. All calculations and follow-ups are manual. This PDF has no automatic formulas or reminders.

1. Agreement and ownership

Client / period	
Owner / next review	
Fee / currency / due date	
Included scope	
Exclusions / extra-work approval	
Hour allowance / unused-hour policy	

2. Delivery and manual review

Recorded hours / source	
Remaining commitments	
Allowance used / balance	Used ÷ included × 100 = ____% Included – used = ____ hours
Cost basis / recorded cost	
Contribution / margin	Fee – costs on chosen basis = ____ Contribution ÷ fee × 100 = ____%

3. Billing and next period

Invoice / status / total / paid	
Included-time reconciliation	
Approved extras / next decisions	

Check unfinished commitments before accepting more work. A manual fee invoice does not automatically consume time records. Review included hours before generating another invoice.

September worked example

Northstar Studio (Demo) · fictional records in Corcava

Period: September 1–30, 2026. Monthly fee: \$1,500 USD. Included allowance: 12 hours. Review snapshot: September 30, 2026.

Agreement and delivery

Included scope	Campaign graphics, layout revisions and delivery review.
Excluded scope	New branding, copywriting and rush requests.
Unused allowance / extras	No rollover in this example. Extra work needs separate approval.
Recorded work	8 hours on September 28; project cost rate \$50/hour.
Time Report	8 hours · Spent \$400 · Billed amount \$0. Hourly bill rate is blank; the monthly fee is on a separate invoice.

Manual calculations

Allowance used	$8 \div 12 \times 100 = 66.7\%$
Unused allowance	$12 - 8 = 4$ hours
Fee per recorded hour	$\$1,500 \div 8 = \$187.50/\text{hour}$
Recorded labor cost	$8 \times \$50 = \400
Modeled contribution	$\$1,500 - \$400 = \$1,100$
Modeled margin	$\$1,100 \div \$1,500 \times 100 = 73.3\%$

These fee-based planning figures exclude overhead, tax and other unrecorded costs. They are not accounting profit or cash profit. The four-hour balance does not estimate unfinished work. Recalculate when delivery records change.

Invoice and follow-up

Invoice reference	NORTHSTAR-RET-SEP-2026
Saved status / total / paid	Draft · \$1,500 total · \$0 paid. One monthly-fee line, quantity 1.
Reconciliation review	Included time remains separate from the manual fee line. Check it before any later time-based billing.
Next-period decision	Review remaining commitments and new scope. No automatic rollover or overage billing is demonstrated.

Full workflow and five screenshots: corcava.com/blog/design-retainer-management