

RETAINER INVOICE

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

Invoice #: [000]
Date: [Date]

CLIENT [Client Name]
[Client Address]
[Client City, State, Zip]
PROJECT [Project Name/Reference]
[Project Address]

Description	Amount
Interior Design Retainer Fee Initial deposit to commence design services and secure project scheduling. To be applied to final invoice or held as a credit.	\$0.00

Total Due: \$0.00

PAYMENT TERMS

Please remit payment within [X] days. Work will commence upon receipt of the retainer fee. Make checks payable to [Business Name] or pay via [Electronic Payment Link].