

[Landscaping Company Name]
[Address Line 1]
[City, State, Zip]
[Phone] | [Email]

RETAINER INVOICE

Invoice #: [000]
Date: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Client Address]
[City, State, Zip]

PROJECT REFERENCE:

Project: [Project Name/Site Location]
Contract Date: [MM/DD/YYYY]

Description of Services / Retainer Purpose	Amount
Landscaping Contract Retainer Initial deposit for commencement of project scope, including material procurement and scheduling.	\$0.00
[Additional Itemized Cost, if applicable]	\$0.00

TOTAL RETAINER DUE: \$0.00

Payment Terms:

Due Date: [Upon Receipt / Date]
Accepted Methods: [Check, ACH, Credit Card]
Note: Work will commence once the retainer payment is cleared.

Thank you for choosing [Landscaping Company Name] for your outdoor project.