

RETAINER INVOICE

[Real Estate Agency Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [00000]
Date: [Date]
Due Date: [Upon Receipt]

CLIENT / PAYER

[Client Name]
[Property Address / Reference]
[Phone / Email]

PROPERTY REFERENCE

[MLS Number / Property Description]

Description of Services	Amount
Real Estate Retainer Fee (Non-Refundable)	\$0.00
Initial Marketing & Listing Setup	\$0.00
Administrative Processing Fee	\$0.00
Subtotal: \$0.00	
Tax: \$0.00	
Total Due: \$0.00	

Payment Terms: Retainer is due before commencement of services. This amount will be [credited/not credited] toward the final commission upon successful closing.

Payment Instructions: [Wire Transfer / Check / Credit Card Details]