

[STUDIO NAME]
[ADDRESS, CITY, STATE]

RETAINER INVOICE

Date: [Date]
Invoice #: [000]
Project: [Project Name]

BILL TO:

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

Description	Amount
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Total Project Design Fee / Estimate	\$[0.00]
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Less: Initial Retainer Paid ([Date])	- \$[0.00]
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Additional Services / Adjustments	\$[0.00]
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Subtotal: \$[0.00]

Tax: \$[0.00]

RETAINER BALANCE: \$[0.00]

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

Please settle the balance by [Due Date] to proceed with the next phase of the project.

Thank you for choosing [Studio Name].