

# RETAINER INVOICE

[Studio Name]  
[Studio Address]

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

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## BILL TO

[Client Company Name]  
[Contact Person]  
[Client Address]

## SHOOT DETAILS

Date: [Shoot Date]  
Location: [Location/Studio]

## DESCRIPTION

## AMOUNT

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### Booking Retainer

Non-refundable deposit to secure commercial portrait session and production dates.

\$0.00

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Subtotal \$0.00

Tax \$0.00

Total Due \$0.00

## PAYMENT TERMS

Retainer is due upon receipt to confirm booking. Remaining balance is due [Number] days prior to shoot date or as specified in the Master Service Agreement. Payment via [Bank Transfer/Credit Card/Check].