DOWN PAYMENT INVOICE

[Your Business Name]
[License #]
[Street Address]
[City, State, Zip]
[Phone / Email]

Invoice #: [00000]

Date: [Month Day, Year]

Project: [Project Name/Ref]

BILL TO

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

PROJECT SITE

[Job Site Address]
[Estimated Start Date]
[Contract Date]

Description of Services / Materials	Percentage / Amount
Initial Project Mobilization & Deposit Securing labor schedules, material procurement, and permit filings.	[0.00]
[Additional Itemized Line]	[0.00]

Total Contract Value: $[0.00]
Total Tax (if applicable): $[0.00]
Amount Due Now: $[0.00]

PAYMENT TERMS & NOTES

Please make checks payable to **[Business Name]**.

Payment is due within [X] days of receipt. Work is scheduled to commence upon receipt of the initial down payment.