

DEPOSIT INVOICE

[Business Planning Firm Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

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

BILL TO:

[Client Name/Company]
[Client Address]
[City, State, Zip]
[Client Email]

PROJECT REFERENCE:

Project: [Project Name]
Scope: [Brief Description of Services]

Description of Services	Total Project Fee	Deposit %	Amount Due
Business Planning Services Deposit (Commencement Fee)	[\$0.00]	[00]%	[\$0.00]

Subtotal: [\$0.00]
Tax: [\$0.00]
Total Deposit Due: [\$0.00]

PAYMENT INSTRUCTIONS:

Please make checks payable to **[Firm Name]** or pay via Bank Transfer: **[Account Info]**. Note: Project work will commence immediately upon receipt of this deposit.

Thank you for your business.