

# DEPOSIT INVOICE

[Consultant/Firm Name]

[Street Address]

[City, State, Zip]

**Invoice #:** [00001]

**Date:** [MM/DD/YYYY]

**Due Date:** Upon Receipt

---

## BILL TO:

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip]

## PROJECT REFERENCE:

[Project Name/Title]

Contract Date: [MM/DD/YYYY]

Description	Percentage	Amount
Project Kickoff Deposit / Retainer Fee	[50]%	\$0.00
<b>TOTAL DUE NOW:</b>		<b>\$0.00</b>

## PAYMENT TERMS:

This invoice represents the initial deposit required to commence work on the project listed above. Work will begin once payment is confirmed.

## PAYMENT METHODS:

Bank Transfer: [Account Details]

Check: [Mailing Address]

Online: [Payment Link]

---

Thank you for the opportunity. We look forward to a successful project kickoff.