

DEPOSIT INVOICE

[Your Company Name]
[Street Address]
[City, State, Zip]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Name]
[Client Company]
[Address]
[Email]

Project Reference:

[Strategic Planning Initiative Name]
Phase: Engagement Kick-off

Description of Strategic Services	Amount
Upfront Project Retainer (50%) Initial resource allocation, discovery phase, and stakeholder interview scheduling.	\$0.00
Platform & Documentation Setup Strategic framework modeling and digital collaborative workspace configuration.	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Upfront Amount Due: \$0.00

Payment Instructions:

Bank: [Name]

Account: [Number]

Routing: [Number]

Notes:

Work will commence immediately upon receipt of this upfront payment. This deposit is non-refundable and will be applied to the final project total.

Strategic Planning Services Agreement Reference: [Contract ID/Date]