

[STUDIO NAME]

[Street Address]
[City, State, Zip]
[Phone Number] | [Email]

RETAINER INVOICE

Invoice #: [0000]
Date: [Month Day, Year]
Project Ref: [Project Name]

CLIENT

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

TERMS

Due Date: [Upon Receipt]
Payment Status: [Initial Deposit]

DESCRIPTION OF SERVICES / SCOPE	AMOUNT
---------------------------------	--------

Design Project Retainer Initial professional service retainer for interior design development, space planning, and procurement services as outlined in the signed agreement dated [Date].	[\$0.00]
---	----------

Administrative & Setup Fee Project onboarding, digital folder management, and initial site measurement synchronization.	[\$0.00]
---	----------

Subtotal: [\$0.00]
Tax (if applicable): [\$0.00]
TOTAL DUE: [\$0.00]

Note: This retainer is required prior to the commencement of design services. Retainer funds will be applied toward final project reconciliation or held as a security deposit per the terms of your Interior Design Contract.

Payment Methods: [Bank Transfer / Check / Credit Card Information]

Thank you for choosing [Studio Name] for your design vision.