

RETAINER INVOICE

[Your Design Studio Name]

[Address Line 1]

[Email/Phone]

Invoice #: _____

Date: _____

Bill To:

[Client Name]

[Client Address]

[Project Reference]

DESCRIPTION	HOURS/QUANTITY	RATE	TOTAL
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Professional Design Services Retainer - [Phase/Month]	_____	\$ _____	\$ _____
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Procurement & Sourcing Deposit	_____	\$ _____	\$ _____
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Subtotal:\$ _____

Tax:\$ _____

Total Due:\$ _____

Payment Terms:

Retainer is required prior to commencement of work. Please make checks payable to [Studio Name] or via bank transfer to [Account Details].

Thank you for your business.