

[STUDIO NAME]

[Address Line 1]
[City, State, Zip]
[Email/Phone]

RETAINER INVOICE

Invoice #: _____
Date: _____
Project ID: _____

CLIENT:

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

PROJECT:

[Project Name/Phase]
[Estimated Completion Date]

DESCRIPTION OF SERVICES / PHASE	AMOUNT
Initial Design Retainer - [Project Name]	\$ 0.00
Project Procurement Deposit	\$ 0.00
Subtotal: \$ 0.00	
Tax: \$ 0.00	

TOTAL DUE: \$ 0.00

PAYMENT TERMS:

Please make checks payable to **[Studio Name]**. For wire transfers, please use the details provided in the project contract. Retainers are non-refundable and will be applied toward the final project billing phase or as specified in the Design Services Agreement.

Thank you for choosing [Studio Name] for your interior design needs.