

[STUDIO NAME]

RETAINER INVOICE

PROJECT PROFESSIONAL

[Company Name]
[Street Address]
[City, State, Zip]
[Email / Phone]

CLIENT / BILLING

[Client Name]
[Project Address]
[City, State, Zip]
[Invoice Date]

INVOICE NUMBER

[INV-000]
PROJECT REFERENCE
[Project Name / ID]

DESCRIPTION	AMOUNT
Initial Design Project Retainer Credit to be applied toward final project phase / procurement.	\$ 0.00
Consultation & Scope Definition Fee Fixed initial administrative fee.	\$ 0.00
	SUBTOTAL: \$ 0.00
	TAX: \$ 0.00
	Total Due: \$ 0.00

PAYMENT TERMS

Retainer is required prior to project commencement. Payment methods: Wire Transfer, ACH, or Check.

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