

# RETAINER INVOICE

[Roofing Company Name]  
[Address Line 1]  
[Phone Number]  
[Email/Website]

**Invoice #:** [00000]  
**Date:** [MM/DD/YYYY]

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## BILL TO:

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

## PROJECT DETAILS:

**Project:** [Roof Type/Service]  
**Estimated Start:** [Date]  
**Contract Total:** \$[0.00]

Description	Percentage	Amount
<b>Project Retainer Fee</b> Initial deposit required for material procurement and scheduling priority.	[00]%	[\$0.00]

Subtotal: \$[0.00]

Tax: \$[0.00]

**Total Deposit Due: \$[0.00]**

## PAYMENT TERMS

Please remit payment by [Due Date]. Work will be scheduled upon receipt of funds. This retainer is [Refundable/Non-refundable] as per the signed roofing contract.

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Thank you for choosing [Roofing Company Name].