

[AGENCY NAME]

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

DEPOSIT INVOICE

Invoice #: [0000]
Date: [Date]
Due Date: [Upon Receipt]

BILL TO

[Client Name]
[Client Company]
[Client Address]
[Client Email]

PROJECT REFERENCE

[Project Name/Title]
Project ID: [ID-123]
Phase: Initiation / Deposit

Description of Services	Total Project Value	Deposit %	Amount
[Creative Service Name - e.g., Brand Identity Design] Upfront deposit for project commencement per contract terms.	[\$[0.00]]	[50]%	[\$[0.00]]

Subtotal: \$[0.00]
Tax ([0] %): \$[0.00]
TOTAL DUE: \$[0.00]

PAYMENT INSTRUCTIONS

Please include Invoice #[0000] in your payment reference.

Bank: [Name] | **Account:** [Number] | **Routing:** [Number]

Note: Creative work will commence immediately upon receipt of this deposit.