

[Studio/Photographer Name]
[Business Address]
[City, State, Zip]
[Email/Phone]

RETAINER

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

Client:
[Company Name]
[Contact Name]
[Address]
Project Reference:
[Production Name/Campaign]
Shoot Date: [Date]
Location: [Location]

Description	Projected Total	Retainer %	Amount Due
Commercial Shoot Retainer Non-refundable booking fee to secure production dates and pre-production services.	[\$[0.00]]	[50%]	[\$[0.00]]
			Subtotal: \$[0.00] Tax: \$[0.00] Total Due: \$[0.00]

Payment Terms:
Please make checks payable to "[Payee Name]" or pay via [Wire/Credit Card Details].
Note: Production will not commence until the retainer is received in full. The remaining balance is due
[Terms, e.g., Net 30] upon delivery of final assets.