

RETAINER INVOICE

[Catering Company Name]

[Address Line 1]

[Phone Number]

Invoice #: _____

Date: _____

CLIENT:

[Client Name]

[Client Address]

[Client Phone/Email]

EVENT DETAILS:

Event Date: _____

Location: _____

Guest Count: _____

Description of Services	Estimated Total	Retainer (%)	Amount Due
Catering Retainer for [Event Name] Non-refundable deposit to secure date and services.	\$	%	\$

Total Retainer Due: \$ _____

Due Date: _____

Payment Instructions:

Please make checks payable to: [Catering Company Name]

Bank Transfer Details: [Bank Name / Account Number / Routing Number]

Note: This retainer is required to confirm your booking. Final balance is due [X] days prior to the event.