

# [STUDIO NAME]

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

## RETAINER INVOICE

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

### CLIENT INFORMATION

**[Client Name]**  
[Project Address]  
[City, State, Zip]  
[Phone]

### PROJECT DETAILS

**Project:** [Project Name/Phase]  
**Designer:** [Lead Designer Name]

Description of Services / Retainer Type	Amount
<b>Design Services Retainer</b> Initial deposit for professional interior decoration services, sourcing, and project management as outlined in the signed Letter of Agreement.	\$0.00
<b>Purchasing Deposit (Estimated)</b> Initial funds allocated for procurement of furniture, fixtures, and equipment (FF&E).	\$0.00
<b>Subtotal:</b> \$0.00	
<b>Tax (if applicable):</b> \$0.00	
<b>Total Due:</b> \$0.00	

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**Payment Instructions:** Please make checks payable to [Studio Name] or pay via [Payment Link/Bank Details].

**Terms:** This retainer is required before the commencement of design work or procurement. Retainer amounts will be applied to the final project reconciliation or as specified in your contract.