

RETAINER INVOICE

[Officiant Name/Business Name]
[Phone Number] | [Email Address]

Invoice #: [000]
Date: [MM/DD/YYYY]

CLIENT INFORMATION [Client Names]

[Address Line 1]
[Address Line 2]
[Email/Phone]

EVENT DETAILS **Event Date:** [MM/DD/YYYY]
Venue: [Venue Name/Location]
Ceremony Time: [00:00 AM/PM]

Description	Amount
Non-Refundable Retainer Fee Secures the date and time for officiant services and initial consultation.	\$0.00
Additional Customization / Rehearsal Fees (if applicable)	\$0.00
Subtotal: \$0.00 Total Due: \$0.00	

TERMS & PAYMENT

This retainer is non-refundable and is required to confirm your booking. The remaining balance of \$[0.00] is due by [MM/DD/YYYY].

Payment Methods: [Venmo / Zelle / Check / PayPal]

Thank you for choosing me to be a part of your special day.