

RETAINER DEPOSIT RECEIPT

Professional Services

Receipt No. _____

Date _____

SERVICE PROVIDER

Company Name

Address

Phone / Email

CLIENT

Client Name

Address

Phone / Email

Description of Services / Purpose of Retainer	Amount

Total Deposit

Received _____

Remaining Balance _____

METHOD OF PAYMENT

- Cash
- Check
- Bank Transfer
- Credit Card
- Other

Terms & Conditions:

The retainer deposit received is held as a security deposit or pre-payment for future professional services to be rendered. Terms of refundability, if any, are governed by the underlying Professional Services Agreement executed between the parties.

Authorized Signature

