RETAINER DEPOSIT

Receipt of Funds & Deposit Confirmation

Receipt No: _____

Date: _____

RECEIVED FROM (CLIENT)

Name:

Company:

Address:

Phone:

RECEIVED BY (PROVIDER)

Name:

Company:

Address:

Phone:

DESCRIPTION / PURPOSE OF RETAINER	AMOUNT RECEIVED
Payment Method:	
Reference / Check No:	

Retainer Agreement Terms:

The deposit received shall be held as a retainer to secure professional services. This deposit will be applied towards future invoices, hourly fees, or expenses in accordance with the signed Retainer Agreement.

This deposit is subject to the terms and conditions outlined in the Retainer Agreement executed between the parties.

Authorized Representative Signature

Date: _____

Client Signature (Acknowledgment)

Date: _____