

# RETAINER RECEIPT

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

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## RECEIVED FROM

Client Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

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## BOOKING REFERENCE

Booking ID: \_\_\_\_\_

Event Date: \_\_\_\_\_

Venue: \_\_\_\_\_

| DESCRIPTION OF SERVICES / EVENT DETAILS | ESTIMATED TOTAL |
|---|-----------------|
|   |                 |

**Total Estimated  
Cost:**

**Retainer Paid:** \_\_\_\_\_

**Remaining Balance:** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

This receipt acknowledges receipt of the non-refundable booking retainer specified above. The retainer payment secures the booking date and services. The remaining balance is subject to the terms and conditions outlined in the main booking agreement.

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AUTHORIZED SIGNATURE