office printable .com

BOOKING DEPOSIT RECEIPT

RECEIPT NO. | DATE RECEIVED | RETAINER RECEIVED

CLIENT

Name

Phone / email

Service / event

Package / contract total

Next payment / due

PROVIDER

Business

Phone / email

Date(s) reserved

Retainer received

Final balance / due

PAYMENT METHOD

❑ Cash ❑ Check no. _____ ❑ Card ❑ Bank transfer ❑ App / other

This retainer reserves the date(s) above and is applied to the contract total. It is non-refundable if the client cancels, because the date is withheld from other bookings; it is refunded in full if the provider cannot perform. Remaining payments are due as shown; the contract governs if anything here differs.

Received by | Client acknowledgment | Date

cut here

office printable .com

BOOKING DEPOSIT RECEIPT

RECEIPT NO. | DATE RECEIVED | RETAINER RECEIVED

CLIENT

Name

Phone / email

Service / event

Package / contract total

Next payment / due

PROVIDER

Business

Phone / email

Date(s) reserved

Retainer received

Final balance / due

PAYMENT METHOD

❑ Cash ❑ Check no. _____ ❑ Card ❑ Bank transfer ❑ App / other

This retainer reserves the date(s) above and is applied to the contract total. It is non-refundable if the client cancels, because the date is withheld from other bookings; it is refunded in full if the provider cannot perform. Remaining payments are due as shown; the contract governs if anything here differs.

Received by | Client acknowledgment | Date