

# **WORKING MUSICIANS ALLIANCE**

## **Deposit Invoice Template**

### **DEPOSIT INVOICE**

**Invoice Number:**

**Invoice Date:**

**Deposit Due Date:**

### **ARTIST / BUSINESS INFORMATION**

**Artist / Band / Business Name:**

**Contact Name:**

**Phone Number:**

**Email Address:**

**Website / Social Media:**

**Mailing Address:**

# **CLIENT / VENUE INFORMATION**

**Venue / Client Name:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**Venue / Business Address:**

# **EVENT INFORMATION**

**Event Name:**

**Event Date:**

**Performance Location:**

**Performance Time:**

**Event Description:**

# DEPOSIT DETAILS

Description	Amount
Total Performance Fee	\$ _____ —
Deposit Amount Due	\$ _____ —
Remaining Balance Due	\$ _____ —

# PAYMENT TERMS

**Deposit Percentage:**

**Remaining Balance Due Date:**

**Payment Schedule Notes:**

# PAYMENT METHOD

**Accepted Payment Methods:**

- Cash
- Check
- Bank Transfer
- PayPal
- Venmo
- Zelle
- Other:

**Payment Instructions:**

# **RESERVATION & CANCELLATION TERMS**

**Is the performance date considered reserved upon deposit payment?**

Yes

No

**Is the deposit refundable?**

Yes

No

**Cancellation Terms:**

**Rescheduling Terms:**

## **ADDITIONAL EVENT NOTES**

## **AUTHORIZED BY**

## **ARTIST / BUSINESS REPRESENTATIVE**

Printed Name:

Signature:

Date:

## **CLIENT / VENUE REPRESENTATIVE**

Printed Name:

Signature:

Date:

## **FINAL NOTE**

This deposit invoice template is intended to help artists, performers, and entertainment professionals organize advance payment requests clearly and professionally.

Deposits are commonly used to reserve performance dates, reduce scheduling conflicts, and establish clearer operational expectations before event day.