

# Retainer Payment Agreement

This Retainer Payment Agreement ("Agreement") is entered into on **[Date]** between **[Client Name]**, with address at **[Client Address]** ("Client"), and **[Service Provider/Company Name]**, with address at **[Service Provider Address]** ("Service Provider").

## 1. Purpose

The purpose of this Agreement is to outline the terms and conditions under which the Service Provider will provide services to the Client and the payment structure involving a retainer fee.

## 2. Scope of Services

The Service Provider agrees to provide the following services to the Client:

- [Description of Service 1]
- [Description of Service 2]
- [Add or remove items as necessary]

## 3. Retainer Fee & Payment Terms

The Client agrees to pay the Service Provider a retainer fee of **[Amount & Currency]** upon signing this Agreement. The retainer shall be applied toward services rendered under this Agreement.

Payment Terms:

- The retainer fee is due before commencement of services.
- Invoices for services rendered in excess of the retainer will be issued and payable within [Number] days.
- Unused retainer amounts at the end of the service period will be refunded to the Client.

## 4. Term & Termination

This Agreement shall commence on the date above and continue until terminated by either party with [Number] days prior written notice. Upon termination, any unused portion of the retainer will be refunded to the Client.

## 5. Miscellaneous

- This Agreement constitutes the entire agreement between the parties.
- Any amendments to this Agreement must be made in writing and signed by both parties.
- This Agreement shall be governed by the laws of [Jurisdiction].

### Client

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

Signature: \_\_\_\_\_

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

### Service Provider

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

Signature: \_\_\_\_\_

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

### **Important Notes:**

- A retainer secures the services of a provider and is often non-refundable under certain conditions.
- Be clear about the scope of work and retainer coverage to avoid misunderstandings.
- Include provisions for refunding any unused portion of the retainer when applicable.
- Both parties should keep a signed copy for their records.
- Seek legal advice if unsure about any clause in the agreement.