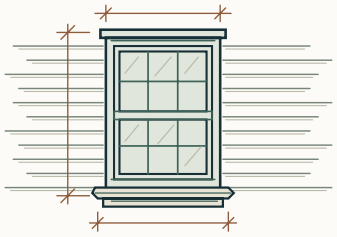
BILLING / BLANK TEMPLATE

Deposit request



Ask for the agreed advance for a named visit, material order or reserved project.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon office

Use the deposit terms already agreed with the customer. Record the corresponding payment separately when staff confirm it has arrived.

Details to complete

An asterisk marks a required entry.

Deposit request reference *

Customer or payer *

Property address and unit or building *

Approved estimate or agreement reference *

Requested deposit (CAD) *

Requested payment date *

Purpose and application *
Describe the booking or materials covered and how the deposit will be applied.

Agreed cancellation or return terms *
Cite the applicable agreement section and describe the customer’s next step.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date