

Project Deposit Agreement

A short agreement recording an upfront deposit for project work — the amount, what it secures, and when it is refundable.

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1. Parties

Identifies who is paying the deposit and who is receiving it, with contact details.

2. Project reference

Names the project and links the deposit to the quotation or agreement it supports.

3. Deposit amount

States the amount in figures and words, the percentage of the total, and the remaining balance.

4. Payment method

Records how and when the deposit is paid, so the transfer slip and this document match.

5. What the deposit secures

Explains what the client gets for paying — a reserved date, a start commitment, or materials ordered on their behalf.

6. Refund conditions

Sets out what is refundable if the client cancels, if the provider cancels, and any non-refundable portion covering work or costs already incurred.

7. Balance and start of work

Confirms when work begins and when the remaining amount is due — on delivery, on a date, or in stages.

8. Receipt

Confirms in writing that the deposit was received, or commits the provider to issue a payment receipt on receipt of funds.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

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PREVIEW