

[VENUE NAME]

REFUND INVOICE

FROM:

[Venue Business Name]
[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

REFUND TO:

[Client Name/Company]
[Client Address]
[City, State, Zip]
[Phone/Email]

REFERENCE DETAILS:

Original Invoice #: [00000]
Booking ID: [00000]
Event Date: [Date]

REFUND DETAILS:

Refund Date: [Date]
Credit Note #: [00000]
Payment Method: [Original Method]

Description of Service	Original Amount	Refund Qty	Refund Total
Venue Rental Fee - [Hall/Space Name]	\$0.00	1	\$0.00
Security Deposit	\$0.00	1	\$0.00
Catering/Equipment Rental Credit	\$0.00	1	\$0.00

Subtotal Refund: \$0.00

Cancellation Fee (Deduction): (\$0.00)

Tax (0%): \$0.00

TOTAL REFUNDED: \$0.00

NOTES / REASON FOR REFUND:

[e.g., Event Cancellation, Security Deposit Return, Overpayment]

Authorized Signature: _____ Date: _____