

REFUND INVOICE

#REF-_____

[Venue Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

REFUND TO

[Client Name/Organization]

[Address Line 1]

[Address Line 2]

[Phone Number]

REFERENCE DETAILS

Original Invoice: #[0000]

Event Date: [MM/DD/YYYY]

Refund Date: [MM/DD/YYYY]

Reason: [Cancellation/Overpayment/Deposit]

Description	Original Amount	Refund %	Refund Amount
Venue Rental Fee - [Hall Name]	\$0.00	0%	\$0.00
Security Deposit	\$0.00	0%	\$0.00
Catering/Add-on Services	\$0.00	0%	\$0.00

Subtotal Refund: \$0.00
Processing Fees: (\$0.00)
Total Refunded: \$0.00

REFUND METHOD

[Credit Card / Check / Bank Transfer / Original Payment Method]

Authorized Signature: _____ Date: _____

Thank you for considering [Venue Name] for your event.