

[Planner Name/Company]

[Address Line 1]
[Address Line 2]
[Phone Number]

INVOICE

No: #0000
Date: MM/DD/YYYY

Client:

[Client Name]
[Client Address]
[Client Phone/Email]

Event Details:

Event: [Event Type/Name]
Date: [Event Date]
Location: [Venue Name]

Description	Quantity/Hrs	Rate	Total
Planning & Consultation Fee	-	\$0.00	\$0.00
Venue Coordination	-	\$0.00	\$0.00
Vendor Management (Catering/Music)	-	\$0.00	\$0.00

Description	Quantity/Hrs	Rate	Total
Decor & Setup Services	-	\$0.00	\$0.00
Subtotal: \$0.00 Tax: \$0.00 Amount Due: \$0.00			

Payment Terms:

Please make checks payable to [Planner Name]. Net [30] days.
Thank you for choosing us for your private event.