

[Business Name]
[Address Line 1]
[Phone / Email]

Invoice #: _____
Date: _____
Event Date: _____

[Client Name]
[Client Address]
[Event Location]

Subtotal: \$ _____
Service Charge (%): \$ _____
Tax: \$ _____

Notes / Payment Instructions:

Please make checks payable to [Business Name]. Payment is due within [X] days.