

[BOUTIQUE NAME]

Event Planning & Design

INVOICE

[0000]

Date: [Date]

Due: [Date]

FROM

[Service Provider Name]

[Street Address]

[City, State, Zip]

[Email/Phone]

CLIENT

[Client Name]

[Event Name/Date]

[Street Address]

[Email/Phone]

DESCRIPTION	QTY/HRS	RATE	AMOUNT
Initial Design Concept & Moodboard	-	\$0.00	\$0.00
Vendor Coordination & Management	0	\$0.00	\$0.00
On-Site Day-of Coordination	0	\$0.00	\$0.00
Custom Decor & Floral Sourcing	-	\$0.00	\$0.00
Subtotal		\$0.00	
Tax (0%)		\$0.00	
Total		\$0.00	

NOTES & PAYMENT INSTRUCTIONS

Please make checks payable to [Boutique Name]. Bank transfers accepted via [Details]. Thank you for letting us be part of your celebration.

[Website] • [Social Handle]