

# INVOICE

[Planner Name/Agency]  
[Address Line 1]  
[Address Line 2]

INVOICE # [0000]  
DATE: [Date]

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**BILL TO:**

[Client Name]  
[Organization]  
[Client Address]

**CONFERENCE DETAILS:**

**[Conference Name]**  
Date: [Conference Date]  
Venue: [Venue Name]

Description of Services	Hours/Qty	Rate	Amount
Venue Selection & Logistics Management	-	-	\$0.00
Vendor Coordination (Catering, A/V, Print)	-	-	\$0.00
On-site Event Supervision	-	-	\$0.00
Registration & Attendee Management	-	-	\$0.00

Subtotal: \$0.00

Tax: \$0.00

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**Total Due: \$0.00**

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**PAYMENT TERMS:** Net [30] Days

**NOTES:** Thank you for your business. Please make checks payable to [Business Name].