

# [HOTEL NAME]

[Street Address]  
[City, State, Zip]

## INVOICE

# [0000]  
Date: [Date]

### CLIENT INFORMATION

**[Client Name / Company]**  
[Contact Address]  
[Phone / Email]

### EVENT DETAILS

**[Event Title]**  
Date: [Event Date]  
Venue: [Room/Ballroom Name]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Venue Rental Fee	[Qty]	[\$0.00]	[\$0.00]
Catering & Beverage Package	[Guests]	[\$0.00]	[\$0.00]
AV Equipment & Support	[Qty]	[\$0.00]	[\$0.00]
Service Charge / Gratuity	[1]	[\$0.00]	[\$0.00]
Subtotal: [\$0.00]			

Tax: \$[0.00]  
Total Due: \$[0.00]

Payment due within [X] days. Please make checks payable to **[Hotel Name]**.

Thank you for choosing us for your event.