

# WEDDING TRAVEL INVOICE

Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_

**Agency Name**  
Address Line 1  
Phone: (555) 000-0000  
Email: travel@example.com

---

## CLIENT DETAILS (THE HAPPY COUPLE)

**Names:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## DESTINATION WEDDING DETAILS

**Destination:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_

---

## TRAVEL ITINERARY & SERVICES

Description	Traveler(s) / Group	Date Range	Amount
Airfare: Roundtrip Business/Economy	_____	_____	\$ _____
Accommodation: Resort & Room Block	_____	_____	\$ _____
Private Ground Transportation/Transfers	_____	_____	\$ _____

Description	Traveler(s) / Group	Date Range	Amount
Wedding Planning & Coordination Fee	-	-	\$ _____
Group Excursions & Activities	_____	_____	\$ _____
Travel Insurance Premium <small>Optional</small>	_____	-	\$ _____

Subtotal: \$ \_\_\_\_\_  
Taxes & Resort Fees: \$ \_\_\_\_\_  
Group Discount: (\$ \_\_\_\_\_)  
Total Balance Due: \$ \_\_\_\_\_

**PAYMENT SCHEDULE**

Deposit Paid: \$ \_\_\_\_\_ (Date: \_\_\_\_\_)  
Second Installment: \$ \_\_\_\_\_ (Due: \_\_\_\_\_)  
Final Balance: \$ \_\_\_\_\_ (Due: \_\_\_\_\_)

**PAYMENT METHODS**

Bank Transfer: Routing # \_\_\_\_\_ / Acct # \_\_\_\_\_  
Credit Card: [Visa / MC / Amex / Discover]  
Check Payable to: \_\_\_\_\_

**Terms & Conditions:** All bookings are subject to the cancellation policies of the respective airlines and resorts. Deposits are non-refundable after \_\_\_\_\_. Valid passports are required for all international travel with at least 6 months validity remaining from the date of return.

Thank you for letting us be part of your special journey!