

[Agency Name]

[Agency Address]
[City, Country, Zip]
[Email/Phone]

INVOICE

No: _____
Date: _____

CLIENT / COUPLE

[Client Name]
[Billing Address]
[Wedding Date]
[Wedding Location]

PAYMENT INSTRUCTIONS

Bank: [Bank Name]
Swift/BIC: [Code]
Account: [Number]

Description of Logistics Services	Details	Amount
Travel Coordination Flight bookings & guest manifest management	[Quantity/Days]	0.00
Ground Transportation Private shuttles, airport transfers, VIP cars	[Quantity]	0.00

Description of Logistics Services	Details	Amount
Accommodation Management Room block handling & check-in coordination	[Hotel Name]	0.00
On-Site Logistics Staff Concierge desk & event day movement control	[Staff Count]	0.00
Shipping & Customs Decor/Equipment freight & local handling	[Cargo Ref]	0.00

Subtotal: 0.00
 Tax/VAT: 0.00
 Total Amount: 0.00 [Currency]

Notes: All logistics fees are non-refundable. Vendor deposits are subject to third-party cancellation policies. Final payment is due [Number] days before the arrival of the first guest.