

INVOICE

[Company Name]
[Street Address]
[City, State, Zip]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Client / Couple:

[Name 1 & Name 2]
[Mailing Address]
[Email/Phone]

Destination Details:

Location: [City, Country]
Event Date: [MM/DD/YYYY]

EXPENSE DESCRIPTION	DATE INCURRED	CATEGORY	AMOUNT
Airfare (Round Trip)	[Date]	Transportation	\$0.00
Hotel Accommodation ([#] Nights)	[Date Range]	Lodging	\$0.00
Ground Transportation / Car Rental	[Date]	Transportation	\$0.00
Daily Per Diem / Meals	[Date Range]	Meals	\$0.00
Miscellaneous (Visa, Parking, Tolls)	[Date]	Other	\$0.00

Subtotal: \$0.00
Tax / Fees: \$0.00
Total Due: \$0.00

Payment Instructions: [Bank Name / PayPal / Transfer Details]

Please make all checks payable to [Company Name]. Thank you for your business!