

INVOICE

[Your Company Name]
[Business Address]
[Email / Phone]

INVOICE NUMBER

#INV-000

DATE OF ISSUE

[MM/DD/YYYY]

CLIENT INFORMATION

[Client Names]
[Mailing Address]
[Phone Number]

EVENT DETAILS

Wedding Date: [MM/DD/YYYY]
Venue: [Venue Name]
Location: [City, State]

DESCRIPTION OF LOGISTICS SERVICES	QTY/HRS	RATE	AMOUNT
Pre-Wedding Coordination Vendor sourcing, contract management, and itinerary development.	-	-	\$0.00
Transportation & Shuttle Management Guest transport logistics and bridal party transit coordination.	-	-	\$0.00
Load-in / Load-out Supervision On-site vendor installation and strike management.	-	-	\$0.00

DESCRIPTION OF LOGISTICS SERVICES	QTY/HRS	RATE	AMOUNT
Venue & Floor Plan Optimization Technical layout planning and seating logistics.	-	-	\$0.00

Subtotal \$0.00
Tax ([0]%) \$0.00
Total Due \$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Business Name]**.
Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]
Due Date: [MM/DD/YYYY]

Thank you for allowing us to be part of your special day.
Â© [Year] [Your Company Name]