

INVOICE

[Your Company Name]
[Address Line 1]
[Email / Phone]

Invoice #: [000]
Date: [Date]
Due Date: [Date]

CLIENT

[Client Name]
[Company Name]
[Address]

EVENT DETAILS

Type: [Corporate / Wedding]
Date: [Event Date]
Venue: [Venue Name]

DESCRIPTION	QUANTITY / HOURS	RATE	AMOUNT
Coordination & Planning Services	[0]	\$0.00	\$0.00
On-site Management	[0]	\$0.00	\$0.00
Vendor Procurement & Logistics	[0]	\$0.00	\$0.00

DESCRIPTION	QUANTITY / HOURS	RATE	AMOUNT
Additional Expenses / Rentals	[0]	\$0.00	\$0.00
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Subtotal: \$0.00			
Tax: \$0.00			
TOTAL DUE: \$0.00			

Payment Information:

Bank: [Name] | Account: [Number] | Routing: [Number]
Please make checks payable to: [Your Name/Company Name]

Thank you for choosing us for your event coordination.