

PRODUCTION INVOICE

Company Name
Address Line 1
City, State, Zip
Email@Production.com

Invoice #: _____
Date: _____
Wedding Date: _____

CLIENT

Name: _____
Address: _____
Phone: _____

VENUE / LOCATION

Venue Name: _____
Production Lead: _____
On-Site Contact: _____

Description of Services & Production Elements	Qty/Hrs	Unit Price	Total
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I. PRE-PRODUCTION & COORDINATION

Vendor Sourcing, Contract Negotiation & Management

Description of Services & Production Elements

Qty/Hrs

Unit Price

Total

Detailed Production Timeline & Run-of-Show Development

II. TECHNICAL PRODUCTION (AV/LIGHTING)

Custom Lighting Design (Wash, Uplighting, Monogram)

Audio Reinforcement (Ceremony, Cocktail, Reception)

III. DESIGN & DECOR LOGISTICS

Floor Plan CAD Drafting & Capacity Management

On-site Installation Supervision & Strike Team

IV. STAFFING & ONSITE MANAGEMENT

Description of Services & Production Elements

Qty/Hrs

Unit Price

Total

Senior Production Manager (Wedding Day)

Assisting Coordination Staff

Subtotal: \$0.00

Production Fee (%): \$0.00

Sales Tax: \$0.00

Total Amount: \$0.00

Less Deposit Paid: (\$0.00)

Balance Due: \$0.00

Payment Terms: Balance due 14 days prior to event date. Please make checks payable to [Company Name].

Notes: All production elements are subject to the terms and conditions outlined in the Production Service Agreement dated _____.