

# INVOICE

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

**Invoice #:** [000]  
**Date:** [Date]  
**Wedding Date:** [Date]

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## BILL TO

**[Client Names]**  
[Address Line 1]  
[City, State, Zip]  
[Phone Number]

## WEDDING DETAILS

**Venue:** [Venue Name]  
**Guest Count:** [000]  
**Planner:** [Name]

Service Description	Rate/Price	Total
<b>Full-Service Planning &amp; Design Fee</b> Consultation, budget management, vendor sourcing, and site visits.	\$0.00	\$0.00
<b>Event Production &amp; On-Site Coordination</b> Day-of management, rehearsal direction, and timeline execution.	\$0.00	\$0.00
<b>Travel &amp; Lodging Expenses</b> Out-of-town site visits and wedding weekend accommodations.	\$0.00	\$0.00

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Service Description	Rate/Price	Total
<b>Additional Hourly / Assistant Services</b> Assembly of guest favors and welcome bags.	\$0.00	\$0.00

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Subtotal \$0.00  
Tax \$0.00  
Deposit Paid (\$0.00)  
Balance Due \$0.00

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**Notes:** Please make checks payable to [Company Name]. Payment is due within 15 days of receipt. Thank you for allowing us to be part of your special day.