

INVOICE

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

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

CLIENT INFORMATION

[Couple Names]
[Address]
[Phone Number]

EVENT DETAILS

Date: [Wedding Date]
Venue: [Venue Name]
Package: [Coordination Level]

| Description of Coordination Services | Rate | Amount |
|---|--------|--------|
| Vendor Procurement & Contract Review | \$0.00 | \$0.00 |
| Liaison & Communication Management | \$0.00 | \$0.00 |
| On-site Vendor Load-in/Load-out Supervision | \$0.00 | \$0.00 |

| Description of Coordination Services | Rate | Amount |
|--------------------------------------|--------|--------|
| Administrative Fees / Travel | \$0.00 | \$0.00 |

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

PAYMENT NOTES

Please make checks payable to [Company Name]. For bank transfers, use [Account Details]. Thank you for allowing us to coordinate your special day.