

# INVOICE

[Company Name]  
[Address Line 1]  
[Phone Number]

**Invoice #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Wedding Date:** \_\_\_\_\_

## CUSTOMER / CLIENT

[Name]  
[Address]  
[Phone / Email]

## VENUE / SETUP LOCATION

[Venue Name]  
[Site Address]  
[On-site Contact]

Description of Canopy & Equipment	Qty	Daily Rate	Total
Main Reception Canopy (Size: _____)	_____	\$	\$
Side Walls / Curtains	_____	\$	\$
Staking / Weighting System	_____	\$	\$
Lighting / Decor Hardware	_____	\$	\$
Delivery, Setup & Teardown Labor	1	\$	\$

Subtotal: \$ \_\_\_\_\_  
Damage Waiver (\_\_\_\_%): \$ \_\_\_\_\_  
Tax: \$ \_\_\_\_\_  
Grand Total: \$ \_\_\_\_\_  
Deposit Paid: (\$ \_\_\_\_\_)  
**Balance Due: \$ \_\_\_\_\_**

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**TERMS & NOTES**

1. Equipment remains property of [Company Name].
2. Customer is responsible for underground utility marking prior to staking.
3. Final balance due [Number] days prior to event date.