

# INVOICE

**[Your Company Name]**

[Address Line 1]

[City, State, Zip]

[Email/Phone]

**Date:** \_\_\_\_\_

**Invoice #:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

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## CLIENT INFORMATION

**[Client Name]**

[Partner Name]

[Address]

[Phone]

## VENUE DETAILS

**[Venue Name]**

[Venue Address]

[Setup Time / Strike Time]

Description (Lighting & Decor)	Qty	Unit Price	Total
Uplighting (Wireless LED)		\$	\$
Custom Monogram / Gobo Projection		\$	\$
String / Bistro Lighting Installation		\$	\$
Draperies / Backdrops		\$	\$

Description (Lighting & Decor)	Qty	Unit Price	Total
Labor (Setup, On-site Tech, Strike)		\$	\$
Delivery & Transportation Fee		\$	\$

Subtotal: \$

Tax: \$

**Grand Total: \$**

Deposit Paid: (\$)

**Balance Due: \$**

Thank you for choosing us for your special day!

*Please make checks payable to [Your Company Name]. Payment is due [Number] days before the event date.*