

[GALLERY NAME]

[Street Address]
[City, State, Zip]
[Email/Website]

INVOICE

Date: [Date]
Invoice #: [0000]
Event Date: [Date]

BILL TO:

[Client Name]
[Client Address]
[Client Phone]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Venue Rental: [Exhibition Hall/Gallery Space]	[0]	[\$[0.00]]	[\$[0.00]]
Staffing & Security	[0]	[\$[0.00]]	[\$[0.00]]
Equipment & AV Rental	[0]	[\$[0.00]]	[\$[0.00]]

DESCRIPTION**QUANTITY/HOURS****RATE****AMOUNT**

Cleaning & Maintenance Fee

[1]

\$[0.00]

\$[0.00]

Subtotal \$[0.00]

Tax ([0]%) \$[0.00]

Total Due \$[0.00]

Payment Instructions:

Please make checks payable to [Gallery Name].

Bank Transfer: [Account Details].

Payment is due within [Number] days of event completion.

Thank you for hosting your event with [Gallery Name].