

# SERVICE INVOICE

[Banquet Hall Name]

[Address Line 1]

[City, State, Zip]

[Phone Number]

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

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

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

## Client Information:

[Name / Organization]

[Address]

[Phone]

[Email]

## Event Details:

Event Type: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Hall Room: \_\_\_\_\_

Description of Service	Rate/Price	Qty/Hrs	Total
Hall Rental Fee			
Catering / Food Service			
Beverage / Bar Service			

**Description of Service**

**Rate/Price**

**Qty/Hrs**

**Total**

Staffing & Labor

Equipment & Decor Rental

Miscellaneous

Subtotal: \$ \_\_\_\_\_

Service Charge (%): \$ \_\_\_\_\_

Tax: \$ \_\_\_\_\_

**Grand Total: \$ \_\_\_\_\_**

Amount Paid: (\$ \_\_\_\_\_)

**Balance Due: \$ \_\_\_\_\_**

**Terms & Conditions:**

1. Please make all checks payable to [Banquet Hall Name].
2. Payment is due within [Number] days of event completion.
3. Thank you for your business!