

# INVOICE

[Theater Name]  
[Street Address]  
[City, State, Zip]

**Invoice #:** [0000]  
**Date:** [MM/DD/YYYY]  
**Due Date:** [MM/DD/YYYY]

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## BILLED TO:

[Client Name / Production Company]  
[Contact Name]  
[Client Address]  
[Phone / Email]

## BOOKING DETAILS:

**Venue:** [Stage/Room Name]  
**Event:** [Production Title]  
**Dates:** [Start Date] - [End Date]

Description	Quantity/Hours	Unit Price	Total
Space Rental Fee (Rehearsal/Performance)	[0]	[\$[0.00]]	[\$[0.00]]
Technical Staff (Lighting/Audio/Stage Manager)	[0]	[\$[0.00]]	[\$[0.00]]

Description	Quantity/Hours	Unit Price	Total
Equipment Rental (Projectors, Mics, Instruments)	[0]	[\$0.00]	[\$0.00]
Front of House / Box Office Services	[0]	[\$0.00]	[\$0.00]
Subtotal: \$[0.00]			
Tax ([0]%): \$[0.00]			
Deposit Paid: - \$[0.00]			

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**BALANCE DUE: \$[0.00]**

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**Payment Instructions:** [Check/Bank Transfer/Credit Card Info]

**Terms:** [Cancellation policy or late fee details]

*Thank you for choosing [Theater Name] for your production!*