

INVOICE

[Your Company Name]
[Street Address]
[City, State, Zip]
[Tax ID/VAT Number]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:
[Client Name]
[Client Company]
[Address]

Event Details:
[Trade Show Name]
[Booth Number / Location]
[Show Dates]

Description	Qty/Days	Unit Price	Total
Booth Rental (Size/Type)	[0]	[\$[0.00]]	[\$[0.00]]
Furniture & Fixture Package	[0]	[\$[0.00]]	[\$[0.00]]
AV & Technology Equipment	[0]	[\$[0.00]]	[\$[0.00]]
Installation & Dismantling (I&D)	[0]	[\$[0.00]]	[\$[0.00]]

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

Total Due: \$[0.00]

Payment Terms: [Net 30/Due on Receipt]

Payment Instructions: [Bank Details / Check Payable To]

Thank you for choosing [Your Company Name] for your exhibit needs.