INVOICE

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

INVOICE #: ______________
DATE: ______________
DUE DATE: ______________

BILL TO:
[Client Name]
[Client Company]
[Client Address]

EVENT DETAILS:
[Trade Show Name]
[Booth Number / Hall]
[Show Dates]

Description	Quantity	Unit Price	Total
Booth Space Rental (sq. ft / mÂ²)			
Furniture & Display Rental			
Electrical & Wi-Fi Services			
Labor (Install/Dismantle)			

Subtotal: $0.00
Tax: $0.00
Amount Due: $0.00

TERMS & INSTRUCTIONS

Please make checks payable to [Company Name]. Payments can also be made via wire transfer to [Bank Details]. Late payments are subject to a [X%] monthly fee.