

INVOICE

[Your Company Name]
[Address Line 1]
[City, State, Zip]
[Email / Phone]

Invoice #: [00000]
Date: [Date]
Show Name: [Event Name]
Booth #: [Number]

BILL TO:

[Client Name]
[Company Name]
[Address]
[Contact Email]

HIRE PERIOD:

Start: [Date]
End: [Date]
Venue: [Location Name]

DESCRIPTION	QTY	DAYS	DAILY RATE	TOTAL
[Equipment Item Name]	[0]	[0]	[\$[0.00]]	[\$[0.00]]
[Equipment Item Name]	[0]	[0]	[\$[0.00]]	[\$[0.00]]
Delivery, Setup & Strike	1	-	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
TOTAL: \$[0.00]

Terms & Conditions:

Please make checks payable to [Your Company Name].
Payment is due within [X] days of the event conclusion.
Late fees may apply to overdue balances.