

INVOICE

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

INVOICE # [0000]
DATE [MM/DD/YYYY]
DUE DATE [MM/DD/YYYY]

BILL TO [Client Name]
[Client Company]
[Address Line 1]
EVENT / VENUE [Show Name]
[Booth Number]
[Venue Name, City]

Description of Flooring & Services	SQ FT / Qty	Rate	Amount
Flooring Rental: [Type/Material/Color]	[0,000]	\$0.00	\$0.00
Padding / Underlayment	[0,000]	\$0.00	\$0.00
Installation & Dismantle Labor	[1]	\$0.00	\$0.00
Shipping / Drayage / Handling	[1]	\$0.00	\$0.00
Subtotal: \$0.00			
Tax: \$0.00			
Total: \$0.00			

TERMS & NOTES

Please include the invoice number with your payment. A security deposit may be required for certain materials. All rentals are subject to the terms and conditions outlined in the rental agreement.