

INVOICE

[Your Company Name]
[Street Address]
[Phone] | [Email]

Invoice #: [0000]
Date: [Date]
Event Date: [Date]

BILL TO:

[Customer Name]
[Customer Phone]
[Event Location/Venue]

LOGISTICS:

Delivery Date: [Date]
Pickup Date: [Date]
Status: [Pending/Paid]

Item Description (Size/Color/Fabric)	Quantity	Unit Price	Total
[e.g. 120" Round Polyester Tablecloth - White]	[0]	[\$[0.00]]	[\$[0.00]]
[e.g. Satin Table Runner - Gold]	[0]	[\$[0.00]]	[\$[0.00]]
[e.g. Cloth Napkins - Set of 10]	[0]	[\$[0.00]]	[\$[0.00]]
[e.g. Chair Covers - Spandex]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Delivery/Setup Fee: \$[0.00]
Damage Waiver: \$[0.00]
GRAND TOTAL: \$[0.00]
Deposit Paid: (\$[0.00])
BALANCE DUE: \$[0.00]

Terms & Conditions:

1. Linens should be free of food debris and dry before bagging to prevent mildew.
2. Do not launder linens. Professional cleaning is included in the rental price.
3. Replacement fees apply for missing items or permanent damage (burns, wax, tears).