

[Company Name]

[Street Address]
[City, State, Zip]
Tax ID: [00-0000000]

TAX INVOICE

Invoice #: [0000]
Date: [DD/MM/YYYY]
Due Date: [DD/MM/YYYY]

BILL TO

[Client Name]
[Client Address]
[Contact Email]
Client Tax ID: [00-0000000]

EVENT DETAILS

[Event Name/Title]
Venue: [Venue Name]
Date: [Event Date]

Description of Services	Qty/Hrs	Rate	Amount
Event Management & Coordination Fee	-	-	0.00
Venue Rental & Logistics	-	-	0.00

Description of Services	Qty/Hrs	Rate	Amount
Catering & Hospitality Services	-	-	0.00
AV Equipment & Technical Support	-	-	0.00

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

PAYMENT INSTRUCTIONS

Bank: [Bank Name] | Account Name: [Name] | Account #: [00000000] | SWIFT: [CODE]

Terms: Please pay within [X] days of invoice date. Thank you for your business.