

TAX INVOICE

[Your Agency Name]
[Business Registration Number]
[Address Line 1]
[City, State, Zip]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Client Information

[Client Name/Company]
[Client Address]
[Tax ID/VAT Number]

Event Details

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

Description of Services	Qty/Hrs	Rate	Amount
Event Design & Planning Fee			
Vendor Coordination & Management			
On-Site Coordination (Day of Event)			
Decor & Equipment Rentals			
Administrative/Misc Expenses			

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

Total: \$0.00

Payment Terms: [Net 30/Due on Receipt]
Bank Details: [Bank Name] | **Account:** [00000000] | **Swift:** [XXXX]

Thank you for choosing [Your Agency Name] for your event.