

TAX INVOICE

[Your Company Name]
[Business Registration Number]
[Street Address]
[City, State, Zip]

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

Client:
[Client Name]
[Event Name/Type]
[Client Address]

Description	Quantity/Hrs	Unit Price	Tax (%)	Amount
Event Coordination Fee				
Venue Liaison & Management				
Vendor Procurement (Catering/Floral)				
On-site Supervision				
Subtotal: \$0.00				
Tax Total: \$0.00				
Total Due: \$0.00				

Payment Terms: Please pay within [X] days.

Bank Details: [Bank Name] | **Account:** [Number] | **SWIFT:** [Code]