

EVENT ESTIMATE

EST-00000

[Your Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

CLIENT / BILLING [Client Name]

[Company Name]

[Client Address]

[Phone Number]

EVENT DETAILS **Event:** [Event Title]

Date: [Event Date]

Venue: [Venue Name]

Guest Count: [000]

Service Description	Rate/Unit	Qty	Total
Event Coordination & Management Full-service planning, vendor sourcing, and on-site logistics.	\$0.00	1	\$0.00
Venue & Infrastructure Rental fees, permits, and basic layout setup.	\$0.00	1	\$0.00
Audio Visual & Technical Sound system, lighting, and technical support staff.	\$0.00	1	\$0.00

Service Description	Rate/Unit	Qty	Total
Catering & Beverage Estimate Per person estimate including service staff and rentals.	\$0.00	0	\$0.00

Subtotal: \$0.00
Tax / Service Fee: \$0.00
Estimated Total: \$0.00

TERMS & NOTES

This is a preliminary estimate based on current project scope. Prices are subject to change based on final guest count and vendor selections. A non-refundable deposit of [00%] is required to secure the event date.

Valid until: [Date]