

[AGENCY NAME]
Boutique Event Planning

PROFORMA

Date: [Date]
Quote #: [Reference]

PLANNER DETAILS [Business Address]

[Phone Number]

[Email Address]

[Tax ID/VAT]

CLIENT & EVENT [Client Name]

[Event Title/Type]

[Event Date]

[Venue Name]

SERVICE DESCRIPTION	QTY/HRS	RATE	AMOUNT
Event Concept Design & Creative Direction	-	\$0.00	\$0.00
Vendor Coordination & Management	-	\$0.00	\$0.00
On-site Event Supervision	-	\$0.00	\$0.00
Catering & Furniture (Estimate)	-	\$0.00	\$0.00
Subtotal		\$0.00	
Tax		\$0.00	
TOTAL		\$0.00	

PAYMENT TERMS & NOTES

1. This is a proforma invoice for budgeting purposes only.
2. A non-refundable deposit of [X]% is required to secure the date.
3. Final balance due [X] days prior to event date.
4. Please reference the Quote # in all bank transfers.

[Agency Website] • Thank you for your business.