

PROFORMA INVOICE

[Your Event Company Name]
[Street Address]
[City, State, Zip]
[Tax ID / VAT Number]

Invoice #: _____

Date: _____

Reference: _____

CLIENT INFORMATION

[Client Name/Organization]
[Contact Person]
[Billing Address]
[Phone/Email]

EVENT OVERVIEW

Event Name: _____
Venue: _____
Event Dates: _____
Expected Guests: _____

Logistics Category & Description	Qty/Unit	Unit Price	Total
Venue Rental & Site Management Space hire, security, and cleaning services.	-	-	\$0.00

Logistics Category & Description	Qty/Unit	Unit Price	Total
Audiovisual & Production Sound system, lighting, LED screens, and tech support.	-	-	\$0.00
Freight & Drayage Equipment shipping, handling, and storage.	-	-	\$0.00
Catering & Hospitality F&B service, staffing, and rentals.	-	-	\$0.00
Event Personnel Registration staff, hosts, and coordinators.	-	-	\$0.00

Subtotal: \$0.00
 Tax/VAT (___%): \$0.00
 Service Fee: \$0.00
 Total Amount: \$0.00

PAYMENT TERMS & INSTRUCTIONS

1. A deposit of ___% is required to confirm booking.
2. Balance payment due ___ days prior to event start.
3. Bank Name: _____ | Account #: _____ | Swift/BIC: _____
4. Please include the Invoice Number as a reference for wire transfers.

This is a proforma invoice based on current project requirements. Final costs may vary based on actual consumption and changes in scope. Cancellations made within [X] days of the event are subject to a [X]% penalty fee.