

PROFORMA INVOICE

[Event Management Name]

Date: [Date]
Invoice #: [000000]
Event Date: [Date]

VENDOR

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

BILL TO

[Client Name / Organization]
[Contact Person]
[Street Address]
[City, State, Zip]

DESCRIPTION OF SERVICES	QTY	UNIT PRICE	AMOUNT
Gala Venue Rental & Setup	1	0.00	0.00
Premium Catering (Price per Cover)	[Qty]	0.00	0.00
Audio-Visual & Lighting Package	1	0.00	0.00
Floral Arrangements & Decor	1	0.00	0.00

Subtotal: 0.00
Tax ([%]): 0.00
Total Due: [Currency] 0.00

Payment Terms & Notes:

- This is a proforma invoice for budgeting purposes only.
- A [00]% deposit is required to secure the event date.

- Bank Details: [Bank Name] | SWIFT: [Code] | Account: [Number]
- Final payment due 14 days prior to event commencement.