

# PROFORMA INVOICE

International Event Coordination Services

**Invoice #:** [Reference No.]

**Date:** [Date of Issue]

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## SERVICE PROVIDER

[Company Name] [Registration Number] [Tax ID / VAT Number] [Street Address] [City, Country, Postcode] [Phone / Email]

## BILL TO / CLIENT

[Client Name / Organization] [Tax ID / VAT Number] [Street Address] [City, Country, Postcode] [Event Reference Name]

## EVENT DETAILS

**Venue:** [Venue Name, City, Country]

**Dates:** [Start Date] to [End Date]

## PAYMENT TERMS

**Currency:** [USD/EUR/GBP]

**Due Date:** [Payment Deadline]

Description of Services	Quantity/Hrs	Unit Price	Total
Coordination & Project Management Fees			
On-site Staffing & Logistics Support			
International Technical/AV Procurement			
Travel, Accommodation & Per Diem Expenses			
Marketing & Collateral Management			

Description of Services	Quantity/Hrs	Unit Price	Total

Subtotal: 0.00

Tax / VAT ([%]): 0.00

Amount Due: [Currency] 0.00

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**BANKING INSTRUCTIONS**

**Bank Name:** [Bank Name] | **SWIFT/BIC:** [Code] | **IBAN/Account:** [Number]

*Note: This is a proforma invoice provided for customs or payment processing purposes only. A final tax invoice will be issued upon completion of services or receipt of funds.*