

## PROFORMA INVOICE

Ref: # \_\_\_\_\_

## LUXURY EVENT CO.

Bespoke Celebration Planning

### CLIENT INFORMATION

[Client Name]  
[Client Address]  
[Phone/Email]

### EVENT DETAILS

Date: [Event Date]  
Venue: [Venue Name]  
Issue Date: [Current Date]

DESCRIPTION OF SERVICES	QTY/HRS	UNIT PRICE	AMOUNT
Curation & Concept Design	-	0.00	0.00
Venue Procurement & Management	-	0.00	0.00
Premium Vendor Coordination	-	0.00	0.00
On-site Event Directorship	-	0.00	0.00
Subtotal		0.00	
Service Tax (%)		0.00	

**Total Amount Due \$0.00**

*This is a proforma invoice provided for planning purposes prior to formal billing.*

*Payments via wire transfer only. Terms: 50% deposit required to secure date.*