

PROFORMA INVOICE

[Agency Name]
[Street Address]
[City, State, Zip]

No: [Invoice #]
Date: [Date]
Event Date: [Event Date]

BILL TO

[Client Name]
[Company Name]
[Client Address]
[Tax ID / VAT]
EVENT PROJECT

Campaign: [Event/Project Name]
Location: [Venue Name]
PO Number: [Reference #]

Description of Services	Qty/Hrs	Unit Price	Amount
Event Planning & Management Fee	-	-	0.00
Venue Rental & Logistics	-	-	0.00
Audio/Visual & Technical Production	-	-	0.00
Marketing Collateral & Branding	-	-	0.00

Subtotal: 0.00
Tax ([0] %): 0.00
TOTAL DUE: 0.00

PAYMENT INSTRUCTIONS

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

** This is a proforma invoice provided for quotation purposes before the final delivery of services.*