

COST ESTIMATE

[Planner Name/Agency]

[Street Address]

[City, State, Zip]

Estimate #: [000]

Date: [MM/DD/YYYY]

Client:

[Client Names]

[Phone Number]

[Email Address]

Event Details:

Date: [Wedding Date]

Venue: [Venue Name]

Guest Count: [000]

SERVICE DESCRIPTION	QTY/HRS	RATE	AMOUNT
Full Wedding Planning & Coordination	1	\$0.00	\$0.00
Venue Selection & Site Visits	1	\$0.00	\$0.00
Vendor Management & Contracts	1	\$0.00	\$0.00
Day-of Coordination Staff	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Estimated Total: \$0.00

Notes & Terms:

This is an estimate only, not a final invoice. Prices are subject to change based on final guest count and service revisions. A non-refundable deposit of [00%] is required to secure the date.