

[NONPROFIT NAME]

[Street Address]
[City, State, Zip]
[Tax ID / EIN]

INVOICE

Invoice #: [0000]
Date: [Date]
Event: [Gala Name]

BILL TO:

[Donor/Sponsor Name]
[Company Name]
[Address]
[Email/Phone]

Description	Quantity	Unit Price	Total
[Sponsorship Level / Table Purchase]	[0]	\$0.00	\$0.00
[Individual Tickets]	[0]	\$0.00	\$0.00
[Additional Donation]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Total Due: \$0.00

Payment Instructions: Please make checks payable to "[Nonprofit Name]". To pay by credit card, please visit [Website URL].

[Nonprofit Name] is a 501(c)(3) organization. A formal tax acknowledgment letter will be sent upon receipt of payment, indicating the tax-deductible portion of your contribution.