

[ORGANIZATION NAME]

[Street Address]
[City, State, Zip]
[Phone Number]
[Email/Website]

INVOICE

Invoice #: _____
Date: _____
Due Date: _____

SPONSOR INFORMATION

[Sponsoring Business Name]
[Contact Person]
[Address]
[City, State, Zip]

EVENT/PROGRAM DETAILS

[Event/Project Name]
Date: [Event Date]
Location: [Event Location]

Sponsorship Level / Description	Qty	Amount
[Sponsorship Package Title] Benefits: [e.g., Logo on banner, Social media shoutout]	1	\$0.00
[Additional Item/Add-on]	1	\$0.00
Subtotal: \$0.00 Total Due: \$0.00		
PAYMENT INSTRUCTIONS		

Please make checks payable to: **[Organization Name]**
For Electronic Transfer: [Bank Name / Account Details or Payment Link]
Tax ID: [FEIN/Tax Number]

Thank you for supporting your local community. Your partnership makes our work possible.