INVOICE

[Event Planning Company Name]
[Street Address]
[City, State, Zip]
[Phone Number]

Invoice #: [00001]
Date: [MM/DD/YYYY]
Event Date: [MM/DD/YYYY]

CLIENT:

[Client Name]
[Company Name]
[Client Address]
[Client Email]

EVENT DETAILS:

Type: [e.g. Wedding, Gala, Corporate]
Venue: [Venue Name]
Guest Count: [000]

Description of Services	Quantity/Hours	Rate	Total
Planning & Consultation Fees	-	-	$0.00
Venue Coordination	-	-	$0.00
Vendor Management	-	-	$0.00
On-Site Staffing / Day-of Coordination	-	-	$0.00

Description of Services	Quantity/Hours	Rate	Total
Equipment & Decor Rentals	-	-	$0.00

Subtotal: $0.00
Tax: $0.00

Total Due: $0.00

Payment Instructions:
Please make checks payable to [Company Name].
Bank Transfer: [Bank Name] | Account: [Number] | Sort Code: [Number]

Thank you for choosing us for your special event!