

[BOUTIQUE NAME]
EVENT MANAGEMENT & DESIGN

INVOICE

Invoice #: [000]
Date: [Date]
Due Date: [Date]

Bill To:
[Client Name]
[Event Title]
[Address/Contact]

DESCRIPTION	RATE	QTY	TOTAL
[Service/Item Name]	\$0.00	1	\$0.00
[Service/Item Name]	\$0.00	1	\$0.00
[Service/Item Name]	\$0.00	1	\$0.00
Subtotal \$0.00			
Tax (0%) \$0.00			

Amount Due \$0.00

Payment Terms: [Net 30/Due on receipt]

Notes: Thank you for choosing [Boutique Name] for your special event. Payment can be made via [Bank Transfer/Check/Other].