

[PRODUCTION COMPANY NAME]

INVOICE

#INV-0000

CLIENT

[Client Name]
[Company Address]
[City, State, Zip]

EVENT DETAILS

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

TERMS

Issued: [Date]
Due: [Date]
PO: [Number]

DESCRIPTION OF PRODUCTION SERVICES	QTY	RATE	AMOUNT
[Service Category: e.g., Audio Visual Engineering]	1	\$0.00	\$0.00
[Service Category: e.g., Lighting Design & Rigging]	1	\$0.00	\$0.00

DESCRIPTION OF PRODUCTION SERVICES	QTY	RATE	AMOUNT
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[Service Category: e.g., On-Site Technical Direction]	1	\$0.00	\$0.00
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[Service Category: e.g., Equipment Rentals]	1	\$0.00	\$0.00
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Subtotal \$0.00
Labor/Service Tax \$0.00
Total Amount Due \$0.00

Payment Instructions: Wire Transfer, ACH, or Check accepted. Please include Invoice # in payment reference.

Terms: Standard net-30 terms apply unless otherwise negotiated. Late payments are subject to a 1.5% monthly finance charge.