

[COORDINATOR NAME/FIRM]

BESPOKE EVENT PLANNING & DESIGN

INVOICE
[00000]
[Date]

CLIENT INFORMATION

[Client Name]
[Event Title/Project]
[Address Line 1]
[Address Line 2]

EVENT SCHEDULE

Date: [Event Date]
Venue: [Location Name]
Due Date: [Payment Date]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	TOTAL
Initial Concept Design & Mood Board Development	-	-	\$0.00
Vendor Procurement & Contract Management	-	-	\$0.00
On-Site Coordination & Production Management	-	-	\$0.00

DESCRIPTION OF SERVICES**HOURS/QTY RATE****TOTAL**

Administrative & Logistical Support

-

-

\$0.00

Subtotal

\$0.00

Tax

\$0.00

Balance Due**\$0.00****PAYMENT TERMS**

Please make all checks payable to **[Business Name]**. For wire transfers, please use the details provided in the attached payment schedule. Thank you for the opportunity to curate your event.