EVENT PLANNER

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| --- | --- |
| **Client Name**: [Client's Name] **Project Name**: [Name of Project] **Project Description**: [Description of Project] **Billing Period**: [Start Date] - [End Date] | Invoice #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Description** | **Quantity** | **Rate** | **AMOUNT** |
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| Please make checks payable to [Your Company Name]. | **SUBTOTAL** |  |
| **TAX** |  |
| **TOTAL** | **$0.00** |

**Payment Details:**

***Thank you for your business!***

Bank Name: [Your Bank Name]

Account Number: [Your Account Number]

Routing Number: [Your Routing Number]

SWIFT/BIC: [Your SWIFT/BIC]

**Terms and Conditions:**

* Payment is due within [Number] days of invoice date.
* Late payments are subject to a [Percentage]% late fee.
* All work remains the property of [Your Company Name] until paid in full.
* Any disputes must be notified within [Number] days of receipt of invoice.