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|  | **INVOICE**  Invoice #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | **INFORMATION**  **Client Name:** [Client's Name]  **Event Name:** [Name of Event]  **Event Description:** [Description of Event]  **Billing Period:** [Start Date] - [End Date] | | | | |  |
| **#** | **DESCRIPTION** | **QUANTITY** | **RATE** | **AMOUNT** |
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| **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]

Please make checks payable to [Your Company Name].

**Terms and Conditions:**

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