

# DEPOSIT INVOICE

Invoice No:

Date:

Due Date:

## CLIENT INFORMATION

## EVENT DETAILS

**Total Estimated  
Cost:**

**Deposit  
Percentage:**

**Total Deposit  
Due:**

## DEPOSIT TERMS & PAYMENT INSTRUCTIONS

This deposit is required to secure the event date and booking of planning services. The remaining balance will be invoiced according to the agreed payment schedule.

**Bank Transfer Details:**

**Alternative Payment Methods:**

PLANNER SIGNATURE

CLIENT SIGNATURE & ACCEPTANCE