

Invoice

Invoice No.

Date

Due Date

PREPARED FOR

PLANNER CONTACT

EVENT TYPE & THEME

EVENT DATE

VENUE LOCATION

ESTIMATED GUEST COUNT

SERVICE DESCRIPTION

QTY/HRS

RATE

TOTAL

SERVICE DESCRIPTION

QTY/HRS

RATE

TOTAL

Payment Instructions

Subtotal

Service Charge / Coordinator Fee

Tax

Total Amount Paid

Balance Due

Thank you for letting us share in your celebration!

For inquiries or modifications regarding this invoice, please contact the event coordination office.