
Address: _____
Phone: _____
Email: _____

RECEIPT

Receipt No: _____
Date: _____

CLIENT INFORMATION

Client Name: _____
Phone: _____
Email: _____
Address: _____

EVENT INFORMATION

Event Type: _____
Event Date: _____
Venue: _____
Guest Count: _____

SERVICE DESCRIPTION	UNIT PRICE	QTY / HRS	TOTAL

Subtotal: _____
Tax / VAT: _____

Service Charge: _____

Total Paid:

**Payment
Method:** _____

PREPARED BY (PLANNER)

RECEIVED BY (CLIENT)

Thank you for letting us design and coordinate your special day!