

PAYMENT ACKNOWLEDGEMENT

Receipt No: _____

Date: _____

Payment Method: _____

Reference No: _____

CLIENT INFORMATION

Company Name: _____

Contact Person: _____

Email: _____

Phone: _____

EVENT DETAILS

Event Name: _____

Event Date: _____

Venue: _____

Guest Count: _____

DESCRIPTION OF SERVICES	QUANTITY/HRS	RATE	TOTAL AMOUNT
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Subtotal: _____

Tax/VAT: _____

Total Contract Value: _____

Amount Paid: _____

Balance Outstanding: _____

Authorized Representative Signature

Date: _____

Client Signature (Acknowledgment)

Date: _____

Thank you for your business. We look forward to planning a successful event.