

INVOICE

Invoice No:
Date:
Due Date:

CLIENT INFORMATION

EVENT DETAILS

Event Name: _____
Event Date: _____
Venue: _____
Guest Count: _____

DESCRIPTION OF SERVICES / RENTALS	QTY / HOURS	RATE / UNIT PRICE	TOTAL
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Subtotal _____
Tax / VAT _____
Discount _____
Total Due _____

PAYMENT TERMS & INSTRUCTIONS

COORDINATOR SIGNATURE

CLIENT ACCEPTANCE SIGNATURE