

# Payment Invoice

Basic Event Planning

**Invoice #:**

INV-0001

**Date:**

2024-06-14

**Due Date:**

2024-06-21

**Bill To:**

Client Name  
Client Address  
City, State ZIP

**From:**

Event Planner Name  
Company Name  
Contact Info

Description	Quantity	Rate	Amount
Event Coordination	1	\$500.00	\$500.00
Venue Booking	1	\$200.00	\$200.00
Catering Services	50	\$15.00	\$750.00
		Subtotal	\$1,450.00
		Tax (10%)	\$145.00
		<b>Total</b>	<b>\$1,595.00</b>

**Notes:**

Thank you for your business. Payment is due within 7 days.

Please make the payment to the bank account provided on your contract.

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