

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

Total \$1,595.00

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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