

Event Vendor Invoice

Vendor Information

Name:

Address:

Phone:

Email:

Client Information

Company / Name:

Address:

Phone:

Email:

Invoice #:

Invoice Date:

Due Date:

Event Name:

Event Date:

Event Location:

Invoice Details

Description	Quantity	Unit Price	Subtotal

Subtotal:

Tax (%):

Other Fees:

Total Due:

Amount Paid:

Balance Due:

Payment Instructions

Bank Name:

Account Number:

Routing Number / SWIFT:

Other Payment Methods (PayPal, etc.):

Vendor Notes / Terms

Vendor Signature & Date

Client Signature & Date

Thank you for your business!