

INVOICE

Event Management Co.

123 Main Street

City, Country

Phone: (000) 123-4567

Email: info@eventco.com

Invoice #: INV-0001

Date: YYYY-MM-DD

Due Date: YYYY-MM-DD

Billed To:

Client Name

456 Client Address

City, Country

Phone: (000) 765-4321

Email: client@email.com

Event Details:

Event Name: Annual Gala

Event Date: YYYY-MM-DD

Event Location: Venue Name

Guests: 150

Description	Unit Price	Quantity	Amount
Venue Rental	\$2,000.00	1	\$2,000.00
Catering	\$40.00	150	\$6,000.00
Audio/Visual Services	\$800.00	1	\$800.00
Decorations	\$500.00	1	\$500.00

Subtotal
\$9,300.00

Tax (10%)
\$930.00

Total
\$10,230.00

Notes:

Thank you for your business. Payment is due within 14 days.

Please make all checks payable to Event Management Co.

