

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.

