

INVOICE

Professional Event Services

123 Event Lane
City, Country, ZIP
Phone: (123) 456-7890
Email: contact@eventservices.com

Invoice #: INV-00123
Date Issued: 2024-06-21
Due Date: 2024-07-05

Billed To:

Client Name
Company Name
456 Client Street
City, Country, ZIP
Email: client@email.com

Event Details:

Event Name: Annual Gala
Event Date: 2024-07-01
Event Location: Grand Ballroom, 789 Venue Ave

#	Description of Service	Qty	Unit Price	Amount
1	Event Planning & Coordination	1	2,000.00	2,000.00
2	Venue Decoration	1	1,200.00	1,200.00
3	Sound & Lighting	1	800.00	800.00

Subtotal	4,000.00
Tax (10%)	400.00
Total Due	4,400.00

Payment Instructions:

Bank Account: 1234567890
Bank Name: Event Bank
Please make payment by the due date. For any inquiries, contact us at the details provided above.

Thank you for your business!