

# Event Planner Billing Sheet

Client Name

Event Name / Type

Event Date

Event Location

Prepared By

Description	Quantity	Unit Cost	Total
<input type="text" value="e.g., Venue Rental"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g., Catering"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g., Entertainment"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="e.g., Decorations"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Other"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal			<input type="text"/>
Tax			<input type="text"/>
Grand Total			<input type="text"/>

Notes / Special Instructions

Signature

Date