

Event Planner Billing Sheet

Client Name

Event Name / Type

Event Date

Event Location

Prepared By

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