

# Nonprofit Event Billing Template

## Nonprofit Details

Organization Name

Enter nonprofit name

Address

Enter address

Contact Info

Phone / Email

## Recipient Details

Recipient Name

Enter recipient name

Address

Enter address

Contact Info

Phone / Email

## Event Info

Event Name

Enter event name

Event Date

Billing Date

## Event Billing Items

Description	Qty	Unit Price	Total
<div>Item or service</div>	<div></div>	<div></div>	<div></div>
<div>Item or service</div>	<div></div>	<div></div>	<div></div>
<div>Item or service</div>	<div></div>	<div></div>	<div></div>

Subtotal

Tax / Fees

**Total Due**

Additional Notes

Enter notes or payment instructions