

Event Coordination Billing Sheet

Event Details

Event Name

Date

Location

Coordinator Name

Client Details

Client Name

Contact Information

Billing Items

Description	Qty	Unit Price	Amount
<div>e.g. Venue Rental</div>	<div>1</div>	<div></div>	<div></div>
<div>e.g. Equipment</div>	<div>1</div>	<div></div>	<div></div>
<div>e.g. Staffing</div>	<div>1</div>	<div></div>	<div></div>
Total			<div></div>

Notes / Comments

Additional notes or comments

Prepared By

Date