

# Event Management Billing Template

Event Name

Enter event name

Date

Invoice No.

Enter invoice number

Client Name

Enter client name

Client Contact

Phone or Email

Description	Quantity	Unit Price	Total
Item/service			
Item/service			
Item/service			
<b>Subtotal</b>			
<b>Tax</b>			
<b>Total Amount</b>			

Notes

Add additional notes or terms here...