|  |  |
| --- | --- |
| [Company Name]  Name: [Name]  Street Address: [Street Address]  City, State: [City, State]  ZIP Code: [ZIP Code]  E-mail: [E-mail]  Phone: [Phone] | **EVENT PLANNER**  **INVOICE** |

|  |  |
| --- | --- |
| Invoice # [No] | Date: April 4, 2019 |

|  |  |  |
| --- | --- | --- |
| **Client / Customer** | |  |
| Name: [Name]  Street Address: [Street Address]  City, State: [City, State]  ZIP Code: [ZIP Code] |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCTS (MATERIALS)** | | | |
| Description | Quantity | $ / Unit | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | PRODUCTS |  |
| **LABOR** | | | |
| Description | Hours | $ / Hour | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | LABOR |  |
|  |  |  |  |
|  |  | SUBTOTAL |  |
|  |  | DISCOUNT |  |
|  | | TAX |  |
| Payment is due within [ # ] days. | | **TOTAL** |  |

[Comments or Special Instructions]

Thank you for your business!