

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

# EVENT PLANNER INVOICE

Invoice # \_\_\_\_\_

Date: \_\_\_\_\_

**Client / Customer**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

**PRODUCTS (MATERIALS)**

| Description | Quantity | \$ / Unit | Amount |
|-------------|----------|-----------|--------|
|             |          |           |        |
|             |          |           |        |
|             |          |           |        |
|             |          |           |        |
|             |          |           |        |
| PRODUCTS    |          |           |        |

**LABOR**

| Description | Hours | \$ / Hour | Amount |
|-------------|-------|-----------|--------|
|             |       |           |        |
|             |       |           |        |
|             |       |           |        |
|             |       |           |        |
|             |       |           |        |
| LABOR       |       |           |        |

Comments or Special Instructions:  
\_\_\_\_\_

|              |  |
|--------------|--|
| SUBTOTAL     |  |
| DISCOUNT     |  |
| TAX          |  |
| <b>TOTAL</b> |  |

Payment is due within \_\_\_\_ days.

Thank you for your business!