INVOICE TEMPLATE

EVENT PLANNER INVOICE TEMPLATE

VISIT INVOICE TEMPLATE

someka

Company Logo

INVOICE INV-2023-003

INVOICE DATE: June 10, 2023
DUE DATE: June 25, 2023

$1.300,00

Smith Corporation
456 Corporate Avenue, Townsville
www.smithcorp.com
info@smithcorp.com

Sarah Johnson
Event Excellence
123 Event Street, Cityville
www.eventexcellence.com

QTY	UNIT	CODE	DESCRIPTION	UNIT PRICE	TOTAL
2	Hour	EVT001	Event Planning and Coordination	100,00	200,00
1	Event	EVT002	Venue Rental	500,00	500,00
3	Person	EVT003	Catering Services	50,00	150,00
1	Event	EVT004	Decorations and Set-Up	250,00	250,00
1	Event	EVT005	Audiovisual Equipment Rental	200,00	200,00

Discount Rate	
Sub Total	$1.300,00
VAT Rate	
TOTAL	**$1.300,00**

PAYMENT DETAILS
Recipient Name: Joe Black
Bank: City Bank
Branch Code: 567
Account No: 123456
IBAN: US01 0230 0012 3456 7123 456
Payment Ref No: 0002

OTHER INFO
Joe Black
Tel: 1-216-1234567
Fax: 1-212-1234568
www.eventexcellence.com
info@eventexcellence.com

***PAYMENTS SHOULD BE DONE TO OUR BANK ACCOUNT. THANK YOU FOR YOUR BUSINESS!**