EVENT PLANNING DEPOSIT INVOICE

PLANNER

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

BILL TO

Client name _____

Address _____

Phone / email _____

EVENT

Event _____

Event date _____

Venue _____

Guest count _____

Planning agreement _____

DEPOSIT REQUESTED

Service	Agreed fee	Deposit %	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Sales tax, if applicable (_____%)

Amount due

PAYMENT SCHEDULE

_____

_____

NOT ON THIS INVOICE

_____

_____

Cancellation and refund terms are those in the signed planning agreement.