FINAL EVENT PLANNING INVOICE

PLANNER

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Deposit invoice _____

BILL TO

Client name _____

Address _____

Phone / email _____

EVENT

Event _____ Event date _____

Venue _____

Final guest count _____

PLANNING FEES

Description	Qty	Unit	Rate	Amount

Planning fees subtotal _____

VENDOR COSTS PASSED THROUGH AT COST

Description	Qty	Unit	Rate	Amount

Vendor costs subtotal _____

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal (planning fees) _____

Sales tax, if applicable (_____%) _____

Vendor costs passed through at cost _____

Total _____

Less: deposit received _____

Amount due _____

NOTES

_____

_____

Thank you for letting us plan your event. Please quote the invoice number with your payment.