

Event Planning Invoice

From:
Eventify Solutions
123 Event Ave.
City, State ZIP
Phone: (555) 123-4567
Email: info@eventifysolutions.com

Invoice #: IN-0001
Date: 2024-06-01
Due Date: 2024-06-15

Bill To:
Client Name
456 Client Rd.
Town, State ZIP
Phone: (555) 765-4321
Email: client@email.com

Event Details:
Event Name: Grand Gala Night
Date: 2024-07-10
Venue: Grand Ballroom
Guests: 200

Description	Qty	Unit Price	Amount
Event Coordination Fee	1	\$1,200.00	\$1,200.00
Catering Service	200	\$30.00	\$6,000.00
Venue Decoration	1	\$900.00	\$900.00
Audio/Visual Equipment	1	\$600.00	\$600.00

Thank you for your business!
Payment due within 14 days. Please make checks payable to
Eventify Solutions.

Subtotal:

Tax (10%):

Total:

\$8,700.00

\$870.00

\$9,570.00