

EventProHub

Billing Date: 2024-06-25

Document No: EMBD-20240625-051

Event & Client Details

Client Name:	Jane Doe	Event Name:	Annual Gala Night
Address:	1234 Willow St, Springfield	Date:	2024-07-12
Contact:	jane@email.com +1 555-123-4567	Location:	Grand Ballroom, City Center

Itemized Billing

Item / Service	Unit Price	Quantity	Tax (%)	Line Total
Venue Rental - Grand Ballroom	\$2,000.00	1	10	\$2,200.00
Catering (per person)	\$35.00	100	8	\$3,780.00
Audio Visual Equipment	\$500.00	1	10	\$550.00
Decor & Setup	\$600.00	1	0	\$600.00
On-site Coordination	\$400.00	1	0	\$400.00

Subtotal:	\$7,530.00
Discount:	\$-200.00
Total Due:	\$7,330.00
Deposit Paid:	\$2,000.00
Balance Due:	\$5,330.00
Due Date:	2024-07-02

Payment Information

Please make payment by bank transfer to:

Account Name: EventProHub LLC

Account No: 1234567890

Bank: Springfield Credit Union

Use the Document No as payment reference.

Important Notes

- All services are subject to availability at the time of booking confirmation.
- Prices are exclusive of any additional government levies applicable at the event location.
- Cancellations must be made in writing and may incur charges per policy.
- This document serves as a template and may be customized according to client or event needs.
- Please review all details for accuracy before processing payment.