

Event Charges Invoice

Company/Event Organizer Name
123 Main Street, City, Country

Phone: (123) 456-7890
Email: info@example.com

Invoice #: INV-2024-0782

Date: 2024-06-18

Due Date: 2024-07-02

Billed To:

Client Name
456 Client Avenue
City, Country
client@email.com

Event Details:

Event Name: Corporate Gala Night

Date: 2024-07-15

Venue: Grand Ballroom, Elite Hotel

Description	Quantity/Hours	Unit Price	Subtotal
Venue Rental (8 hours)	1	\$2,000	\$2,000
Catering (Buffet, 120 Guests)	120	\$35	\$4,200
Audio/Visual Equipment	1 set	\$750	\$750
Event Staff (5 staff, 8 hours)	40 hrs	\$20	\$800
Decorations & Setup	1	\$650	\$650
Cleaning Fee	1	\$150	\$150
		Subtotal	\$8,550
		Tax (10%)	\$855
		Total Due	\$9,405

Payment Instructions:

Please make payment via bank transfer to:

Bank: Example Bank

Account Name: Company/Event Organizer Name

Account Number: 123-456-789

Reference: INV-2024-0782

Important Notes:

- This invoice details all event charges and is provided for transparency.
- Payment is due within 14 days from the invoice date unless otherwise agreed.
- Please verify the details above and contact us immediately if corrections are needed.

- Cancellations may incur charges as per service agreement terms.
- Keep this invoice for your financial records and future reference.