

Excel Events Solutions
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Metropolis, AB 12345
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INVOICE

Invoice #: 2024-INV-107
Date: 2024-06-20
Due Date: 2024-07-05

Billed To:
Acme Corporation
78 Client Rd.
Capital City, XY 45678
Email: contact@acmecorp.com

Event Details:
Annual Conference Gala
Venue: Grand Hall, Center City
Event Date: 2024-06-15

Description	Qty	Unit Price	Line Total
Venue Rental (Full day)	1	\$2,000.00	\$2,000.00
Audio/Visual Equipment	1	\$650.00	\$650.00
Catering (120 guests)	120	\$28.00	\$3,360.00
Event Staffing	6	\$120.00	\$720.00
Decor & Setup	1	\$800.00	\$800.00

Subtotal	\$7,530.00
Tax (5%)	\$376.50
Total Due	\$7,906.50

- Important Notes:**
- Please reference the invoice number when making payment.
 - Payment due within 15 days of invoice date.
 - Contact us immediately for any billing discrepancies.
 - Event dates and final headcount affect total charges.
 - This document serves as a formal billing record for event services provided.