

**Excel Events Solutions**  
123 Billing Ave, Suite 400  
Metropolis, AB 12345  
Email: billing@excelevents.com  
Phone: (111) 222-3333

# 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
<b>Total Due</b>	<b>\$7,906.50</b>

**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.