

**EVENTEX SOLUTIONS**

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Cityville, Country 54321  
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Phone: +12 345 678 900

**INVOICE**

Invoice #: INV-0248  
Date: 2024-04-15  
Due Date: 2024-05-05

**Billed To:**

Jane Doe  
Acme Corp Ltd.  
456 Business Rd.  
Metropolis, Country  
Email: jane@acmecorp.com

**Event Details:**

Event Name: Annual Tech Conference 2024  
Event Date: 2024-06-20  
Location: Grand Arena Hall

Description	Qty	Unit Price	Amount
Venue Rental	1	\$2,500.00	\$2,500.00
Event Planning & Coordination	1	\$1,500.00	\$1,500.00
Audio/Visual Equipment	2	\$600.00	\$1,200.00
Catering Services	80	\$25.00	\$2,000.00
Decor & Setup	1	\$700.00	\$700.00
<b>Subtotal</b>			<b>\$7,900.00</b>
<b>Tax (10%)</b>			<b>\$790.00</b>
<b>Total Due</b>			<b>\$8,690.00</b>

**Payment Instructions:**

Please transfer the total invoice amount to the following account:  
Bank: CityBank  
Account Name: Eventex Solutions  
Account Number: 1234567890  
SWIFT Code: CBK12345

**Important Notes:**

- This invoice serves as a formal request for payment for services rendered in event management.
- Please verify all details and inform us of any discrepancies immediately.
- Payment is due within 20 days of the invoice date unless otherwise specified in the contract.
- Retain this document for your records and for warranty on provided services.
- Additional charges may apply for last-minute changes or additional requests.