

EventCo

123 Event Street
Cityville, State 12345
Phone: (123) 456-7890
contact@eventco.com

INVOICE

Billed To:

Jane Doe
Acme Corp.
456 Client Ave
Clienttown, ST 67890
jane.doe@acme.com

Invoice #: EM-202406-1023**Date:** June 15, 2024**Event:** Annual Gala Night**Event Date:** June 21, 2024

Description	Qty	Unit Price	Amount
Event Planning & Coordination	1	\$2,000.00	\$2,000.00
Venue Rental	1	\$3,500.00	\$3,500.00
Catering (120 guests)	120	\$40.00	\$4,800.00
Decoration Services	1	\$1,200.00	\$1,200.00
Audio-Visual Equipment	1	\$750.00	\$750.00

Subtotal \$12,250.00**Tax (8%)** \$980.00**Total Due** \$13,230.00**Payment Terms:** Net 15 days**Bank Transfer to:** EventCo Bank, IBAN: XX-XXXX-XXXX-XXXX-XXX

For questions, contact us at (123) 456-7890.

Important Notes:

- This invoice serves as an official request for payment for services rendered.
- Please retain a copy for your records and financial audits.
- Late payments may be subject to additional charges as per agreement.
- All event outputs remain property of EventCo until payment is received in full.
- Contact EventCo immediately for any discrepancies or questions regarding this invoice.