

ProEvents Solutions
1234 Main Street
Cityville, State 12345
Email: info@proevents.com
Phone: (123) 456-7890

INVOICE

Bill To:

Elite Corporate Group
5678 Corporate Ave.
Suite 400

Townsville, State 54321

Invoice #: EVT-2024-0081

Invoice Date: 2024-06-17

Due Date: 2024-07-01

Description	Event Date	Qty	Unit Price	Amount
Full Event Planning Services	2024-06-15	1	\$2,500.00	\$2,500.00
Audio/Visual Equipment Rental	2024-06-15	1	\$600.00	\$600.00
Catering Services (50 Guests)	2024-06-15	50	\$28.00	\$1,400.00
On-site Coordination	2024-06-15	8 hrs	\$45.00	\$360.00

Subtotal \$4,860.00

Tax (8.5%) \$413.10

Total Due \$5,273.10

Payment Instructions: Please make payment by the due date indicated above via bank transfer (Account: 987654321, Routing: 000123456), check payable to ProEvents Solutions, or online payment portal.

Contact & Support: For any questions regarding this invoice, please contact our billing department at billing@proevents.com or (123) 456-7890.

Important Notes:

- This invoice serves as the formal request for payment for services provided as outlined above.
- Please review all details carefully and notify us within 5 business days in case of discrepancies.
- Late payments may be subject to a late fee as specified in the service agreement.
- Keep this document for your records and future reference regarding event and payment details.