|  |  |
| --- | --- |
| EVENT PLANNER INVOICE | [Company Name] |
|  |  |  |  |  |  |  |  |  |  |
|  | Invoice # |  |  | Due Date |  |  |
|  | Issue Date |  |  | Tax Rate |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **From** |  |  |  | **To** |  |  |  |
|  | **[Company Name]** |  | **[Client / Company Name]** |  |
|  | [Street Address] |  | [Customer ID] |  |
|  | [City, State, Zip] |  | [Street Address] |  |
|  | [Phone] |  | [City, State, Zip] |  |
|  | [E-Mail] |  | [Phone] |  |
|  | [Website] |  | [E-Mail] |  |
|  |  |  |  |  |  |  |  |  |  |
| **Qty** | **Material** | **Rate** | **Amount** |  | **Description of Work** |
|   |   |   |  |  |   |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |  |
|   |   |   |  |  | **Labor** | **Hours** | **Rate** | **Amount** |
|   |   |   |  |  |   |   |   |  |
|   |   |   |  |  |   |   |   |  |
|   |   |   |  |  |   |   |   |  |
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|   |   |   |  |  |   |   |   |  |
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|   |   |   |  |  | **Miscellaneous Charges** |
|   |   |   |  |  |   |  |
|   |   |   |  |  |   |  |
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|  | **Terms of Services**:  |  |   |  |
|  |  |  |  |  |  |
|  |  | Total Materials |  |
|  |  | Total Labor |  |
|  |  | Total Miscellanous |  |
|  | Work Ordered |   |  |  |  | Subtotal |  |
|  | Date Ordered |   |  |  |  | Total Tax |  |
|  | Date Complete |   |  |  |  | **Grand Total** |  |