|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | | | |
|  |  | |  |  |  |  | | | |
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|  |  | |  |  |  |
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|  |  | |  |  |  | **Labor** | **Hours** | **Rate** | **Amount** |
|  |  | |  |  |  |  |  |  |  |
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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** |  | | |