

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[EIN, for a company or venue paying you]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Wedding [date · venue]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

PACKAGE

[Day-of / partial / full planning] — [guest count]

Includes [walkthroughs, rehearsal, hours on the day, assistants]

[The next deliverable and its date]

DESCRIPTION	QTY	RATE	AMOUNT
[Package name] [What it includes — per the quote dated [date]]			
Day-of assistant — [n] hours [Why added]			
Add-on — [rehearsal dinner / welcome party / walkthrough] [Date; hours]			
Vendor payment made on your behalf — [vendor] [Paid [date] at cost; receipt attached]			
Rentals or decor supplied by us — [items] [Taxable in most states]			
Mileage / travel — [dates] [Miles at the IRS rate, or at cost]			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Deposit received	
		Balance due	

PAYMENT

[Final balance due [date], [30] days before the wedding. How to pay.]

WHAT'S NEXT

[Final walkthrough, timeline date, vendor counts due.]