

EVENT PLANNER INVOICE

Your business name	
Address and phone	
Invoice no. and date	
Due date	
Bill to	
Customer phone or email	

Description	Unit	Qty	Rate	Amount
Event planning and coordination fee	per event		₹45,000	
Decor, stage and floral design	per event		₹85,000	
Sound, lighting and AV setup	per event		₹30,000	
On-day coordination team	per person		₹3,500	
Entertainment (DJ or live act)	per event		₹40,000	
Guest transport and logistics	per event		₹18,000	
Overtime beyond contracted hours	per hour		₹5,000	

Total	
Advance received	
Balance due	

Terms: Booking amount is non-refundable once vendors are confirmed. Overtime is charged at the agreed hourly rate. Changes agreed in writing are added to this invoice.

Rates shown are illustrative. Replace them with your own prices. Free invoice templates at invoiro.in.