

Your business name

Your street address
Your city
Your country

INVOICE

SAMPLE-001

Issued Aug 13, 2026
Due Aug 28, 2026

BILL TO

1200 Harborview Boulevard
San Diego, CA 92101
United States

PO NUMBER

P0-2026-611

CURRENCY

USD

DESCRIPTION	QTY	PRICE	TOTAL
Plated dinner service, per guest	80	\$68.00	\$5,440.00
Bar service and beverages, per guest	80	\$22.00	\$1,760.00
Serving staff (4 servers, 6 hours)	1	\$960.00	\$960.00
Rentals: linens, glassware, and setup	1	\$780.00	\$780.00
Subtotal			\$8,940.00
Total Due			\$8,940.00

Net 15 after the event. A 50% deposit was invoiced separately at booking. Final headcount is confirmed 7 days prior.
Gratuity is not included.