

Your business name

Your street address
Your city
Your country

INVOICE

SAMPLE-001

Issued Sep 21, 2026
Due Sep 28, 2026

BILL TO
412 Larkspur Lane
Portland, OR 97214
United States

CURRENCY
USD

DESCRIPTION	QTY	PRICE	TOTAL
Deposit: 50% of catering for 80 guests (agreed total \$4,800.00), to hold 14 June 2026	1	\$2,400.00	\$2,400.00
Subtotal			\$2,400.00
Total Due			\$2,400.00

50% deposit due now to hold the date. The remaining balance of \$2,400.00 is due on the event date, 14 June 2026. The deposit is non-refundable within 30 days of the event.