Your business name

Your street address
Your city
Your country

INVOICE

SAMPLE-001

Issued Nov 14, 2026
Due Nov 21, 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.

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