

Event Invoice Template

FROM

John Doe
165 Eleventh Street
Apt 2
San Francisco, California, 95376
United States

TO

Sample Client
Sample Client
sampleclient@hellobonsai.com

ISSUED ON

Aug 22, 2020

DUE ON

Sep 22, 2020

| ITEM NAME | UNITS | RATE | TOTAL |
|---------------------|-------|---------|-------------------------|
| Event Services | 5 | \$90.00 | \$450.00 |
| Other Services | 9 | \$75.00 | \$675.00 |
| Subtotal | | | \$1,125.00 |
| Total Amount | | | \$1,125.00 (USD) |

PAYMENT

The client can pay via wire transfer or mailed check.

The client will not pay the processing fees for an online payment.

1 of 2

LATE FEES

If this invoice is unpaid by Sep 22, 2020, a non-compounding late fee of 5.0% accrues monthly on the outstanding amount.

NOTES

Thank you for your business!

2 of 2