Gather & Glow Events

Weddings & private celebrations
500 Magnolia Avenue, Savannah, GA 31401
(912) 555-0161 | plan@gatherglow.example

INVOICE

Invoice #: GGE-W-2026-14
Invoice date: Oct 30, 2026
Terms: Net 14
Due date: Nov 13, 2026

BILL TO
Ava Thompson & Noah Reed
42 Jones Street
Savannah, GA 31401
ava.noah@mail.example

EVENT DETAILS
Event: Thompson-Reed wedding & reception
Event date: Oct 24, 2026
Venue: Riverside garden venue, Savannah
Guest count: 120
Lead planner: C. Dupree

AMOUNT DUE
$5,984.40
by Nov 13, 2026

Description	Qty	Unit	Rate	Taxable	Amount
Full-service planning package	1	package	$3,200.00	N	$3,200.00
Day-of coordination assistants (2 x 10 hrs)	20	hr	$45.00	N	$900.00
Rehearsal coordination	1	event	$250.00	N	$250.00
Linen & chair rentals (vendor invoice attached)	1	order	$960.00	Y	$960.00
Signage & welcome board printing	1	order	$210.00	Y	$210.00
Florals - vendor pass-through at cost	1	order	$1,840.00	N	$1,840.00
Overtime past contracted end time	1.5	hr	$95.00	N	$142.50

PAYMENT
Card, bank transfer or check. Vendor pass-through items are billed at cost with invoices attached.

TERMS
Final balance is due within 14 days of the event as agreed in the planning contract.

Subtotal	$7,502.50
Sales tax (7%)	$81.90
TOTAL	**$7,584.40**
Less: booking deposit received	-$1,600.00
BALANCE DUE	**$5,984.40**

Congratulations - it was an honor to plan your day.

SAMPLE

Preview only - the download contains the editable, unwatermarked files.