



Install **Invoice Manager**  
from **Microsoft Store**

to generate **PDF invoice**



**Date Picker**

adds a **calendar**  
to date cells



**Fomula Manager**

Find, update, analyze, import and export  
Excel formulas and defined names

**Password Remover**

for **Excel** 

## **Event Planning Invoice Sample**

**BoostExcel.com**

Template#: c5128

Title: Event Planning Invoice Sample

Category: [Service](#)

Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice on the next page.



**Flowchart** is easy now



**E v e n t P l a n n e r**

**I N V O I C E**

Event Planner Street Address  
 Event Planner City, ST ZIP Code  
 Phone Number, Web Address, etc.

<b>DATE</b>	
<b>INVOICE #</b>	

<b>Bill To</b>
Event planner client name
Event planner client address
Event planner client city state zip
Event planner email
phone#

<b>Description</b>

P.O. #	Sales Rep. Name	Terms	Due Date

Description	Tax	Hours	Rate/Hour	Amount
Olympics	<input checked="" type="checkbox"/> 13	1.00	200.00	200.00
Convention	<input checked="" type="checkbox"/> 13	1.00	200.00	200.00
Trips	<input checked="" type="checkbox"/> 13	2.00	100.00	200.00
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

<b>SUBTOTAL</b>	600.00
<b>GST 6.50%</b>	39.00

<b>TOTAL</b>	639.00
<b>PAID</b>	-
<b>TOTAL DUE</b>	639.00

**THANK YOU FOR YOUR BUSINESS!**