

# INVOICE

Jessica Cooley

day-of-wedding-coordinators@domain.com  
(XXX)-555-XXXX

Bill To:

**John Smith**

123 Main Street, Anytown, CA 90001  
john.smith@domain.com  
(XXX)-555-XXXX

Invoice	#INV-000101
---------	-------------

Issued Date:	02/20/2025
--------------	------------

Balance Due:	\$1665
--------------	--------

Services	QTY	Price	Total
Overseeing the setup and arrangement of the wedding venue.	1	\$500	\$500
Communicating with vendors to ensure timely delivery of services.	1	\$300	\$300
Designing and implementing seating charts for guests.	1	\$250	\$250
Creating and managing the schedule of wedding events.	1	\$200	\$200
Assisting with the setup of floral arrangements and decor.	1	\$400	\$400

Subtotal:	\$1650
-----------	--------

Tax:	\$15
------	------

Total:	\$1665
--------	--------

Terms & Conditions:

Payment Due Upon Receipt.

Please choose one of the following payment methods:

Check: Jessica Cooley 123 Main Street, Anytown, CA 90001

Zelle: Jessica Cooley (XXX)-555-XXXX/jessica.cooley@domain.com

Venmo: @Jessica-Cooley

[Click here to create your INVOICE](#)