

# Invoice Sample

Event Title

Date



<p><b>TO:</b>          (Name)          (Title)          (Organization)          (Address)          (Email)          (Phone)</p>	<p><b>FOR:</b>          (Event Title) on (Date)          Presentation will include educating (<b>Number of participants from Name of group</b>) on proper dining etiquette including a (<b>5 course</b>) meal.</p> <p>Information and instructions will be given throughout each course, as well as advice and answering attendees' questions.</p> <p>Appropriate topics of conversation, general “dos and don’ts”, and professional dress will also be addressed.</p> <p><u> X </u> Presenter will work directly with (<b>Name of Catering Service</b>) and/or (<b>Name of Facilities Manager</b>) regarding space set-up, menu selection, and timeline for serving and removing courses.</p> <p><i>All food and facility costs are the responsibility of the client.</i></p>
---	--

DESCRIPTION	TOTAL	RATE	AMOUNT
Presentation	120 Minutes	\$550.00	\$550.00
Mileage fee (round-trip distance is over 150 miles)	188 miles round-trip	\$.50/mile	\$94.00
Per diem	1 day	\$35	\$35.00
<b>TOTAL:</b>			<b>\$679.00</b>

**Notes:**

- Presenter will provide laptop and necessary cords.
- Presenter will provide hard-copies of the PowerPoint presentation and additional hand-outs based on topic(s) covered.

**Equipment needs to be provided by organization:**

- Table at front of room for presenter with place setting that matches attendee table settings
- Projector, screen and extension cord

**Payment and Cancellation Policy:**

- 50% of invoice total must be received by *Etiquette and More* within 10 days of contract receipt.
- Full payment of flight cost (if applicable) must be received by *Etiquette and More* within 10 days of flight purchase.
- Full payment of invoice total must be received by *Etiquette and More* within 10 business days after services are provided.
- Cancellation of contract received less than 15 business days prior to confirmed date of services will result in charges of 50% of invoice total and 100% of flight cost (if applicable).