



Install **Invoice Manager**  
from **Microsoft Store**  
to generate **PDF invoice**



**Date Picker**  
adds a **calendar**  
to date cells



**Formula Manager**  
Find, update, analyze, import and export  
Excel formulas and defined names

**Password Remover**  
for Excel 



Making  
**Flowchart** is easy now



Create **PDF files** at any  
size

## 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.



## Event Planner

Event Planner Street Address

Event Planner City, ST ZIP Code

Phone Number, Web Address, etc.

## INVOICE

DATE

INVOICE #

### Bill To

Event planner client name

Event planner client address

Event planner client city state zip

Event planner email

phone#

### Description

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"/>			
	<input type="checkbox"/>			

SUBTOTAL 600.00

GST 6.50% 39.00

TOTAL 639.00

PAID -

TOTAL DUE 639.00

THANK YOU FOR YOUR BUSINESS!