

Home Gurr'own

Plan & Budget for your perfect stress free wedding



Sample Invoice 3

This is a sample invoice from a garden party.
All confidential information has been removed

Event Customer	xxx/xxx
Total cost (Incl VAT)	£1,951.08

Date of Event	xx / May / 2018
Venue	Private House, Kent
Guests	39 day
Estimate date	xx/xx/2018

Payment Schedule (suggested)

1st	Refundable Deposit (Returned after event)	To secure your event	£200.00
2nd	20% When menus are confirmed	xx/Jan/2017	£390.22
3rd	40% Six weeks before event date	xx/May/2018	£780.43
4th	Final payment one week before your event	xx/June/2018	£780.43

“...Your food direct from our smallholding

Food & Drink (see menu for details)	Unit Costs	No' of Guests	Sub Total	VAT @ 20%	Total
2 course lamb roast	25.00	34	850.00	170.00	1,020.00
Children 6-12years	12.50	6	75.00	15.00	90.00
Simple cake	35.00	1	35.00	7.00	42.00
Tea and coffee (unlimited)	1.80	20	36.00	7.20	43.20
Old dairy Brewery (summer top)	45.50	1	45.50	9.10	54.60
Elderflower champagne (Non Alcoholic)	1.30	35	45.50	9.10	54.60
Children under 6 (No charge)	no charge				
evening cheese board (Local cheeses)	5.50				
				Sub Total	1,304.40

Items in blue are suggestions and not included in the final total



Using our own equipment

Hired Equipment	Unit Cost	Quantity	Sub total	VAT	Total
serving equipment	82.20	1	82.20	16.44	98.64
cutlery - as advised	59.20	1	59.20	11.84	71.04
glasses	37.50	1	37.50	7.50	45.00
semi linen napkins x 50	5.50				
lime wash chiavari chairs (£3.50each)					
linen cloths (£9 each)					
trestle tables (£6.50 each)					
				Sub Total	214.68

Items in blue are suggestions and not included in the final total



Taking care of your guests

Staff & Services	Unit Cost	Quantity	Sub total	VAT	Total
4 x Waiting Staff 1.00pm - 6.00pm	12.00	20	240.00	48.00	288.00
1 x Front of house manager 10.00am - 6.00pm	15.00	8	120.00	24.00	144.00
Equipment Arrangement Fee (10%)	No charge				
Event Consulting & Planning	No charge				
Head Chef (Nicci)	No charge				
Second chef and prep staff	No charge				
				Sub Total	432.00

Items in blue are suggestions and not included in the final total