

Home Gurr'own

Plan & Budget for your perfect stress free wedding



Sample Invoice 2

This is a sample invoice from one of our weddings.
All confidential information has been removed

Wedding Couple	xxx/xxx
Total cost (Incl VAT)	£17,569.26

Wedding Date	xx / July / 2018	
Venue	xxx, Kent	
Guests	73 day	88 eve
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	£3,513.85
3rd	40% Six weeks before event date	xx/May/2018	£7,027.70
4th	Final payment one week before your event	xx/June/2018	£7,027.70

“...Your food direct from our smallholding

Food & Drink (see menu for details)	Unit Costs	No' of Guests	Sub Total	VAT @ 20%	Total
canapés	9.00	71	639.00	127.80	766.80
2 course (1 person not eating)	25.00	66	1,650.00	330.00	1,980.00
fish and chips and cheese board 50/50 evening	5.50	100	550.00	110.00	660.00
crew food (e.g. Photographers. Musicians)	5.00	3	15.00	3.00	18.00
children under 6 (all day pack lunch)	6.50	5	32.50	6.50	39.00
children aged 6 - 12 (half price wedding breakfast)	12.50	2	25.00	5.00	30.00
Tea and coffee	2.75	71	195.25	39.05	234.30
Gin and elderflower fizz (K&R supply generic Gin)	1.45	80	116.00	23.20	139.20
non alcoholic cocktails i.e Elderflower champagne	1.30	80	104.00	20.80	124.80
children under 6 (wedding breakfast)	no charge	3			
House Red (bantry bay pinotage)	9.60				
House White Fathoms Sauvignon Blanc)	8.50				
Biddenden sparkling wine speeches	15.00				
Cash Bar	No charge				
				Sub Total	3,992.10

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



“ Included traditional sailcloth marque

Hired Equipment	Unit Cost	Quantity	Sub total	VAT	Total
hot light and gantry	118.50	1	118.50	23.70	142.20
oven and gas	145.00	1	145.00	29.00	174.00
haulage	140.00	1	140.00	28.00	168.00
refrigeration	280.00	1	280.00	56.00	336.00
glasses	165.90	1	165.90	33.18	199.08
serving equipment	156.55	1	156.55	31.31	187.86
crockery, and china ware	144.50	1	144.50	28.90	173.40
linen napkins Grey dimensions	1.00	90	90.00	18.00	108.00
linen cloths - trestle (white)	9.00	4	36.00	7.20	43.20
linen cloths 6ft round table (white)	12.00	8	96.00	19.20	115.20
cake knife & barrell	22.50	1	22.50	4.50	27.00
12m x 18m sailcloth tent	2,700.00	1	2,700.00	540.00	3,240.00
white globe and up lighting	540.00	1	540.00	108.00	648.00
coconut flooring	405.00	1	405.00	81.00	486.00
18ft x 12ft dancefloor	155.70	1	155.70	31.14	186.84
catering tent	350.00	1	350.00	70.00	420.00
6ft tables	8.10	8	64.80	12.96	77.76
trestle tables 6 x 2'6	4.50	6	27.00	5.40	32.40
reclaimed wooden bar	100.00	1	100.00	20.00	120.00
chiavari lime wash chairs	3.60	75	270.00	54.00	324.00
generator (40kva incl fuel)	550.00	1	550.00	110.00	660.00
Luxury toilet 3+1	580.50	1	580.50	116.10	696.60
Bridal bouquet	50.00	1	50.00	10.00	60.00
bridesmaids bouquet (1xtosser)	25.00	4	100.00	20.00	120.00
button holes	8.00	4	32.00	6.40	38.40
log slices (3 per table)	2.00	24	48.00	9.60	57.60
wild table arrangements	15.00	8	120.00	24.00	144.00
bike	45.00	1	45.00	9.00	54.00
haybale	4.50	3	13.50	2.70	16.20
festoon lighting (10m)	15.00	5	75.00	15.00	90.00
stakes	5.00	10	50.00	10.00	60.00
hoops	800.00	1	800.00	160.00	960.00
trapeze	525.00	1	525.00	105.00	630.00
frames	1.50	8	12.00	2.40	14.40
Pew ends	No charge	12			
menu's on ivory card	0.60				
				Sub Total	10,810.14

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
Front of House Manager	250.00	1	250.00	50.00	300.00
Waiting Staff (incl bar management and travel)	12.00	90	1,080.00	216.00	1,296.00
Equipment Arrangement Fee (10%)	10%	1	900.85	180.17	1,081.02
Clear up and recycling charge	75.00	1	75.00	15.00	90.00
Event Consulting & Planning (£1,500)	No charge				
Head Chef (Nicci)	No charge				
Second chef and prep staff	No charge				
				Sub Total	2,767.02

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