




WEDDING Invoice 2

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



Names & personal info hidden

Total (Incl VAT)	£18,435.66	
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Your Event

Event Date	[REDACTED]	
Event Venue	[REDACTED]	
Guest Numbers	73 day	88 eve



Your Estimate

Sub Total (excl VAT)	15,363.05
VAT at 20%	3,072.61
Total (Incl VAT)	£18,435.66

Spread your payments

		date due	amount due
1st	Refundable Deposit (Returned after event)	[REDACTED]	£200.00
2nd	20% payment due when menus agreed	[REDACTED]	£3,687.13
3rd	40% 6 weeks before your event date	[REDACTED]	£7,374.26
4th	Final payment due 1 week before event	[REDACTED]	£7,374.27

£200 secures your date

Bank Transfer		
Sort Code:	[REDACTED]	
Account:	[REDACTED]	
Reference:	[REDACTED]	Contact us for card payments

This is an estimate of costs for your event.
Your final bill may go up or down depending on various changes you make before your event date

Your itemised costs



Local food & drink

	Price	Quantity	Total
canapés (5/6)	9.50	71	674.50
2 course (1 person not eating)	30.00	66	1,980.00
fish and chips and cheese board 50/50 evening	7.50	100	750.00
crew food (e.g. Photographers. Musicians)	8.00	3	24.00
children under 6 (all day pack lunch)	8.00	5	40.00
children aged 6 - 12	15.00	2	30.00
Tea and coffee (available all day including after meal)	2.75	71	195.25
Gin and elderflower fizz (couple supply Gin)	1.45	80	116.00
non alcoholic cocktails i.e Elderflower champagne	1.30	80	104.00

Hired Equipment

	Price	Quantity	Total
hot light and gantry	118.50	1.00	118.50
oven and gas	145.00	1.00	145.00
haulage	140.00	1.00	140.00
refrigeration	280.00	1.00	280.00
glasses	165.90	1.00	165.90
serving equipment	156.55	1.00	156.55
crookery, and china ware	144.50	1.00	144.50
linen napkins Grey dimensions	1.00	90.00	90.00
linen cloths - trestle (white)	9.00	4.00	36.00
linen cloths 6ft round table (white)	12.00	8.00	96.00
cake knife & barrell	22.50	1.00	22.50
12m x 18m sailcloth tent	2,700.00	1.00	2,700.00
white globe and up lighting	540.00	1.00	540.00
coconut flooring	405.00	1.00	405.00
18ft x 12ft dancefloor	155.70	1.00	155.70
catering tent	350.00	1.00	350.00
6ft tables	8.10	8.00	64.80
trestle tables 6 x 2'6	4.50	6.00	27.00
reclaimed wooden bar	100.00	1.00	100.00
chiavari lime wash chairs	3.60	75.00	270.00
generator (40kva incl fuel)	550.00	1.00	550.00
Luxury toilet 3+1	580.50	1.00	580.50
Bridal bouquet	50.00	1.00	50.00
bridesmaids bouquet (1xtosser)	25.00	4.00	100.00
button holes	8.00	4.00	32.00
log slices (3 per table)	2.00	24.00	48.00
wild table arrangements	15.00	8.00	120.00
bike	45.00	1.00	45.00
haybale	4.50	3.00	13.50

festoon lighting (10m)	15.00	5.00	75.00
stakes	5.00	10.00	50.00
hoops	800.00	1.00	800.00
trapeze tent	525.00	1.00	525.00
frames	1.50	8.00	12.00

Staff & Services

	Price	Quantity	Total
Front of House Manager	250.00	1	250.00
Waiting Staff (incl bar management and travel)	13.50	90	1,215.00
Equipment Arrangement Fee (10%)	900.85	1	900.85
Clear up and recycling charge	75.00	1	75.00

THINGS WE DON'T CHARGE FOR

Event Planning (free for catering customers) Normally 5% Saving you £764.40	No charge
Equipment & Venue Management (Free if you hire equipment from us)	No charge
Head Chef (Included in food costs)	No charge
Second Chef & Prep Staff (Included in food costs)	No charge
Cash Bar (Your guests pay for drinks)	No charge
Corkage (You are free to supply your own drinks)	No charge

OUR OTHER PRICES

(not included in estimate total)

FOOD AND DRINK

Cocktail mixing - including ice, garnish, glassware etc	1.75
non alcoholic Cocktail mixing - including ice, garnish, glassware etc	1.90
Local Kent Cheeseboard and grazing station	6.50
Evening street food (Open fire pizzas, Paella)	7.50
Crew food (e.g. Photographers. Musicians)	8.00
3 course - Main and dessert (Approximate)	32.50

OUR OTHER PRICES

(not included in estimate total)

MARQUEE AND EQUIPMENT HIRE

Luxury trailer toilet 2 + 1	550.00
Trestles tables, evening food, prep etc	6.50
Catering tent including matting and tables	375.00
Generator (45kva)	650.00
Trapeze tent (standing area)	650.00
Clear Marquee (40 x 60 - approximate cost for 100 guests)	2,540.91
Clear Span Marquee (30 x 90 - approximate cost for 100 guests)	2,125.00
Sailcloth tent (12m x 18m - approximate cost for 100 guests)	3,913.41
Tipi's (2 x giant hats - approximate costs per 100 guests)	2,984.44
Linen cloths trestle (70 x 144)	12.00
Linen cloths 6ft round table (132')	15.00
Trestle tables for the kitchen	6.50
6ft round tables seating 10 (other seating available)	9.00
6ft tables - wooden tables seating 6	18.00
Lime wash chiavari (other seating available)	3.60
festoon (TGB) 1/2 metre spacing with drop on one side	650.00
drop bulbs on beams (TGB) x 50 drops	175.00
outdoor festoon 1mtre spacing - (TGB)	195.00
indoor festoon 1/2 metre spacing additional cost	250.00
Light up Initials (e.g. A&J)	235.00

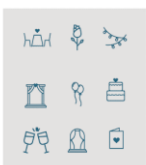
FOOD & DRINK



PLANNING



FOR HIRE



MARQUEES

