

FROM

Your business name

Address

Phone · email

BILL TO

Client name

Client address

Phone · email

ESTIMATE #

DATE

VALID UNTIL

EVENT, DATE, VENUE

CONTRACT REF.

DESCRIPTION	QTY × RATE	AMOUNT
Package: hours, start–end, included services		
Ceremony / cocktail hour sound		
Lighting / photo booth / extra speaker		
Overtime (times, hours × rate)		
Travel or second-location setup		
Deposit received (negative)		

NOTES & PAYMENT TERMS

This estimate is valid for 30 days. Final invoice may vary if the scope changes; any change will be approved in writing before work continues. Deposit of 30% due on acceptance.

Subtotal

Tax

ESTIMATED TOTAL