Wednesday, April 23, 2014

|  |  |
| --- | --- |
| Person name |  |
| **Attn:** Person Name |  |
|  |  |
| Person email |  |
|  |  |

**Event: Event Name**

Dear Person Name,

Thank you for choosing this place for your recent event. It has been our pleasure to serve you.

Attached please find the billing information for your function with us. If you have any questions, please feel free to contact me at 111-111-1111 or via email at email@email.com.

Our records indicate that your function has been paid in full, and there is no balance due. However, we understand that you may like to review the details of your event. In an effort to maintain billing in a timely manner, please contact me with any requests and/or disputes within one week of receipt of invoice. This will assist us in making sure that your company receives timely and accurate responses to your requests.

Once again, thank you for choosing this place for your event!

Best Regards,

Manager Name

**Banquet Check  
Check Date: 04/23/2014 10:25 AM**

|  |  |
| --- | --- |
| **Event Name: event** | **Contact:** name |
| **Customer Name:** name | **Email:** email@email.com |
| **Telephone:** phone | **Salesperson:** name |
| **Fax:** | **Member Name:** name |
| **Address:** | **Member Number:** 80-016359 |
| **BEO#:** 2014-009048 | **Event Start Date:** 04/15/2014 11:55 AM |
| **NYS Tax Ex:** | **Event End Date:** 04/15/2014 11:56 AM |

**Catering Items**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Function Room** | **Type** | **Cost** | **Qty** | **Total** |
| 04/16/2014 | 6:00 PM | Garden | Vegetable Crudites | $10.00 | 50 | $500.00 |

**Beverage Items**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Function Room** | **Type** | **Cost** | **Qty** | **Total** |
| 04/16/2014 | 6:00 PM | Garden | Coffee House | $18.00 | 50 | $900.00 |
| 04/16/2014 | 6:00 PM | Garden | Beverage Package | $100.00 | 50 | $5,000.00 |
| 04/16/2014 | 6:00 PM | Conference Room | Coffee House | $18.00 | 10 | $180.00 |

**Bar Items**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Function Room** | **Type** | **Cost** | **Qty** | **Total** |
| 04/16/2014 | 6:00 PM | Garden | First Hour Open Bar | $22.00 | 50 | $1,100.00 |
| 04/16/2014 | 6:00 PM | Garden | Imported Beer | $8.00 | 50 | $400.00 |
| 04/16/2014 | 6:00 PM | Conference Room | Imported Beer | $8.00 | 10 | $80.00 |

**Misc Fees**

|  |  |
| --- | --- |
| **Type** | **Total** |
| Bartender Fee | $100.00 |
| Bartender Fee | $100.00 |

**A/V Reservation Items**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Time** | **Function Room** | **Type** | **Cost** | **Qty** | **Total** |
| 04/16/2014 | 6:00 PM | Garden | LCD Projector | $225.00 | 1 | $225.00 |
| 04/16/2014 | 6:00 PM | Conference Room | Laptop Rental 1 | $125.00 | 1 | $125.00 |

**Summary of Charges**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Charges** | **Service Charge** | **Sub Total** | **Tax** | **Total** |
| Room Rental | $500.00 | N/A | $500.00 | $77.76 | $577.76 |
| Misc Fees | $200.00 | N/A | $200.00 | $17.76 | $217.76 |
| A/V Equipment | $350.00 | $70.00 | $420.00 | $31.06 | $451.06 |
| Bar | $1,580.00 | $237.00 | $1,817.00 | $140.23 | $1,957.23 |
| Beverage | $6,080.00 | $1,216.00 | $7,296.00 | $539.61 | $7,835.61 |
| Catering | $500.00 | $100.00 | $600.00 | $44.38 | $644.38 |
| Service Charge Sales Tax | N/A | N/A | N/A | $144.04 | $144.04 |
| Grand Totals | $9,210.00 | $1,623.00 | $10,910.76 | $994.84 | $11,827.84 |

Less Deposit / Cash Bar Revenue: $0.00

Tax Exempt ID:

**Amount Due: $11,827.84**

**PAYMENT IS DUE WITHIN 30 DAYS OF RECEIPT OF INVOICE.**

**LATE PAYMENTS WILL INCUR LATE FEES WHICH ARE APPLIED**

**DIRECTLY TO THE SPONSORING MEMBER'S ACCOUNT**