|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | EVENT PLANNING QUOTE |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Quote#: | 100025/2022 | Quote Date:  | 15/05/2022 | Event Manager: | DANA HOLLINS |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | JOHN DOE |   |   | COMPANY NAME |   |
|   | Quoted for |   |   | Company Name |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | 94 HEARTING BAY, BORDERTOWN, 25001 CA |   |   | ourcustomer@anycomp.com |   |
|   | Address |   |   | Email |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | (000) 1234 56789 |   |   | NET 30 |   |
|   | Phone |   |   | Payment Terms |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **EVENT INFORMATION** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Estimated number of: | Participants | 60 | Spectators | 10 | Service providers | 5 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Title of Event | PARTY TO REMEMBER |   | Place of Event | "Magnum Club" Virginia |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | Brief Description |   |   |   |   |   |   |   | Date of Event | 05/07/2022 |   |
|   | Due to the recent success, "Company name" has decided to celebrate the hard-works of generous employees by organizing a PARTY TO REMEBER.  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | Start Time | 17:00 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | Finish Time | 23:00 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **EVENT PLANNING PRICING** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **ACTIVITY** | **AMOUNT** |   |
|   |   |   |   |
|   | Catering for 75 persons - proposals and schedules planning | $205.00 |   |
|   | Entertainment planning - plan proposal (2 revisions) | $185.00 |   |
|   | Photographer scheduling | $80.00 |   |
|   | Parking organization | $50.00 |   |
|   | Master sheet creation | $100.00 |   |
|   | Lost and found service organization | $80.00 |   |
|   | Emergency kit renting | $50.00 |   |
|   | Lorem Ipsum 1 | $120.00 |   |
|   | Lorem Ipsum 2 | $130.00 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | TOTAL: | $1,000.00 |   |
|   |   |   |   |   |   |   | TAX: | $100.00 |   |
|   |   |   |   |   |   |   | TOTAL PRICE: | $1,100.00 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | DOWN PAYMENT RECEIVED: | $200.00 |   |
|   |   |   |   |   |   |   | BALANCE DUE: | $900.00 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | *CLIENT SIGNATURE* |  | *AUTHORIZED PERSON SIGNATURE* |   | *DATE* |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | TERMS AND CONDITIONS |   |   |   |   |   |   | EVENT PLANNERS |   |
|   | Note that all payments that you received before the cancellation are non-refundable. Clients are responsible for event costs made since the last payment. By signing this document, you agree to give you permission to use and edit photos taken during the event for promotional purposes. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies. | 212 Organizing Avenue |   |
|   | New Orleans, 18554 NO |   |
|   | (555) 000-0000-0000 |   |
|   | info@eventplannerscompanyx.com |   |
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