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## YOUR NAME OR COMPANY NAME

### INVOICE TO:

Date: 4/14/16

[invoices@craftlakecity.com](mailto:invoices@craftlakecity.com)

Craft Lake City

Angela H. Brown

351 Pierpont Ave. Ste. 4b

SLC, UT 84101

Project Coordination: Entertainment (Department Name)

Project Description: Booking Bands For DIY Fest

P.O. Number: CLCDIYFEST16

Invoice Number: 01

Terms: 30 Days

Description	Quantity	Unit Price	Cost
4/1 DIY Fest Monthly Team Meeting	1	\$	
4/13 Answered 22 band emails	1	\$	
4/14 Wrote a press release	2	\$	
		Subtotal	
		Total	

Thank you for your business. It's pleasure to do contract work for Craft Lake City's 2016 DIY Festival.

Sincerely yours,

Your Name