Harbor Lane
EVENT RENTALS

Invoice

INV-2026-0142
November 2, 2026

Harbor Lane Event Rentals
120 Example Street
Springfield, OR 97477
(555) 010-0142
hello@example.com

Bill to
Dana Hartley
Hartley Events
48 Sample Avenue
Springfield, OR 97477
dana@example.com
(555) 010-0177

Order number
3108

Order date
November 2, 2026

Payment method
Direct bank transfer

Rental starts
November 13, 2026

Rental ends
November 15, 2026

Pick-up and return
How it goes out: Delivery
Going out, time slot: November 13, 9:00–11:00 am

How it comes back: Collection
Coming back, time slot: November 16, 8:00–10:00 am

Item	Qty	Price	Total
20x40 Frame Tent November 13, 2026 to November 15, 2026 (3 days)	1	$790.00	$790.00
Chiavari chair November 13, 2026 to November 15, 2026 (3 days) Finish: Gold	120	$4.50	$540.00
Round table, 60 in November 13, 2026 to November 15, 2026 (3 days)	15	$10.00	$150.00
LED uplight November 13, 2026 to November 15, 2026 (3 days)	24	$12.00	$288.00

Subtotal	$1,768.00
Delivery and set-up	$150.00
Total	**$1,918.00**

Note
The event is on the back lawn. Please call Dana when the truck arrives.

Bank details
Example Community Bank
Account name: Harbor Lane Event Rentals
Account number: 000123456789
Routing number: 012345678
Please use your invoice number as the reference.

Terms
Payment is due 7 days before your event. We deliver, set up and collect everything on this invoice; rentals come back clean, dry and folded as delivered. Damage beyond normal wear is charged at repair or replacement cost. Cancel up to 14 days before your event for a full refund.