

S U S A N M I L L E R S M I T H
 F L O R A L , E V E N T A N D G A R D E N D E S I G N
 2 3 L E F F E R T S P L A C E
 B R O O K L Y N , N Y 1 1 2 3 8

Invoice

DATE
98-03-778

7/24/2017
NUMBER

70th Birthday Party

TERMS	REMIT BY
Due on receipt	7/28/2017

Qty	Description	Rate	Total
	TEXTILES		
8	Handblocked print overlays in party colors orange, lime green, apple green, and teal	62.00	496.00T
-8	Custom rental discount	15.50	-124.00T
16	Sets of 4 coordinating napkins in multi colors	28.00	448.00T
-16	Custom rental discount	7.00	-112.00T
			708.00
	LIGHTING		
21	Rental brass pierced lanterns for the tables	10.50	220.50T
21	Glass inserts and votive candles	1.50	31.50T
44	Rental larger brass pierced lanterns to hang in the bays and add to a long table	16.80	739.20T
12	Lantern loan from Kathy Rayner	0.00	0.00T
56	Lantern chains	4.00	224.00T
24	Glass inserts	6.00	144.00T
32	Small glass inserts	2.00	64.00T
24	Pillars	6.00	144.00T
32	Mini pillars	2.00	64.00T
			1,631.20
	FAVORS		
	Doctor booklets by Peggy	0.00	0.00T
			0.00
	RENTALS		
	Showplates, 1st and main course, dessert plates, wine, water and champagne glasses, flatware, salt and pepper, coffee service, under cloths, tables, and chairs for 50 guests	2,200.00	2,200.00T
1	Rental of white sills and compression wall frames for installing clear side panels	1,314.00	1,314.00

Sales Tax (8.875%)	
Total	
Payments/credits	
Balance Due	

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Qty	Description	Rate	Total
	Installation and removal	2,002.00	2,002.00
	Sales tax paid	294.30	294.30
	FLOWERS		
8	Summer flower centerpieces and cup combinations for dining table decoration (Long table is being counted as 2)	250.00	2,000.00T
8	Containers for flowers	24.75	198.00T
-8	Discount (to match estimate)	4.75	-38.00T
2	Large arrangements for pier tables in front of mirrors	400.00	800.00T
2	Containers	60.00	120.00T
-2	Discount (to match estimate)	20.00	-40.00T
	EXPENSES		
2	Assistant RT Jitney ticket	33.00	66.00
2	Meal stipend	85.00	170.00
	Napkin and tablecloth shipping (inc. overnight for additional 2 tables)	64.95	64.95
	SERVICES		
2	Assistant day rate for prep, delivery, and set-up	500.00	1,000.00T
	Breakdown	500.00	500.00T
			10,651.25
0.2	Design fee: 20%	10,651.256	2,130.25T
1	7/15 Susan Miller Smith Hampton day rate, site and table styling, set-up supervision	1,000.00	1,000.00T
4	Additional site visit, meeting with Gigi Mortimer and coordination with caterers	125.00	500.00T
	Subtotal		3,630.25

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Qty	Description	Rate	Total
	SUBTOTAL		16,620.70
	ADDITIONS		
28	Set of table numbers cards	5.00	140.00T
2	Overlays for 2 tables added to the living room	62.00	124.00T
-2	Custom rental	15.50	-31.00T
4	Sets napkins	28.00	112.00T
-4	Custom rental	7.00	-28.00T
1	Overlay for the bar near the pool (bar in pavilion did not require)	62.00	62.00T
-1	Custom rental discount	15.50	-15.50T
1	Long box blue and blue green hydrangea for the cocktail area-complimentary	0.00	0.00T
	Rectangular white ceramic box- on loan from Gigi Mortimer	0.00	0.00T
2	Square boxes hydrangea as above- complimentary	0.00	0.00T
2	Square white ceramic boxes on loan from Gigi Mortimer	0.00	0.00T
	Rentals for 26 additional guests (tables, chairs, cushions, plates, glasses, flatware, etc.)	368.12	368.12T
	Bar rentals	399.68	399.68T
	Kitchen rentals	1,417.59	1,417.59T
2	Pick-up and delivery	50.00	100.00
2	Centerpieces	250.00	500.00T
2	Containers	24.75	49.50T
-2	Discount (to match estimate)	4.75	-9.50T
8	Table lanterns	12.00	96.00T
60	Votive holders and tea lights	3.50	210.00T
15	Votive holders and tea lights-complimentary	0.00	0.00T
14	Mulicolored paper lanterns to mark entrances	44.00	616.00T
9	36" White paper lanterns for the lawn	22.50	202.50T

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Qty	Description	Rate	Total
12	48" Giant white paper lanterns, as above	40.00	480.00T
71	Remote control LED lights (2 per lantern)	7.00	497.00T
	Shipping paper lanterns express	241.48	241.48
	Supplies for lantern installation:		
	Batteries for paper lantern light-up	121.58	121.58
	Cup hooks	25.84	25.84
	Additional chains	70.96	70.96
11	Packs garden stake staples	3.99	43.89T
8	Hours additional man for furniture moving, additional set-up	50.00	400.00T
	Additions subtotal		6,194.14
0.2	Design and service fee 20%	6,194.14	1,238.83T
		Sales Tax (8.875%)	\$1,737.95
		Total	\$25,791.62
		Payments/credits	\$0.00

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Balance Due
