



PARTY & VENUE BOOKING SOFTWARE

Invoicing software built for how a venue actually books

Banquet halls and event venues live and die by their booking calendar — a double-booked evening is a lost customer and a bad review. Invoice2Track checks every new function against existing bookings on the same date, and turns your estimate into the running record of what's owed and what's already been paid.

How it works

- 1 Check the date**
Before anything is confirmed, the system checks the requested date and time against every existing booking for that venue — a morning and evening function can share a date, but a genuine overlap is blocked outright.
- 2 Draft the estimate**
Build out the function's estimate — hall charges, catering, décor, whatever the event needs — as a proper line-itemed quote the client can review before committing.
- 3 Take the advance**
Record the advance payment against the booking the moment it's paid, with its own date, method, and reference — not folded into a single running total that's hard to reconcile later.
- 4 Add costs as they come in**
Electricity by the unit, cleaning charges, catering staff refreshments, décor vendor bills — log each expense against the specific function as it happens, not reconstructed from memory afterward.
- 5 Convert and collect the balance**
Once the event's confirmed, the estimate becomes the invoice — advance already applied, remaining balance clear, and every itemized cost from the function rolled in.

Key capabilities

• Collision-checked scheduling Two functions can share a date — a morning and an evening booking — but the system blocks any time slot that actually overlaps.	• Advance payment tracking Every advance payment is logged with its own date, method, and reference — not just a single running total.
• Per-function expense costing Electricity by the unit, cleaning charges, catering staff refreshments — itemized per event and rolled into the final bill.	• Booking calendar See every upcoming function on one shared calendar, not buried across separate estimate documents.

- **Estimate to invoice**

A confirmed booking's estimate converts straight into the final invoice — advance already applied, no re-typing line items.

- **GST-ready billing**

Turn on GST billing and every printed document applies the correct tax treatment automatically.

Ready to see it on your own business?

Start your free 30-day trial — no credit card required.

invoice2track.com

Invoice2Track — GST-ready invoicing software, reconfigured for how your industry actually works.