

INVOICE

[Catering Company Name]
[Street Address]
[City, State, Zip]
[Phone Number]

Invoice #: _____
Date: _____
Due Date: _____

BILL TO:

[Client Name]
[Client Address]
[Email Address]

EVENT DETAILS:

Event Date: _____
Venue: _____
Guest Count: _____

Description	Qty / Hrs	Rate	Total
[Menu/Food Package Name]			
[Beverage Service]			
Event Captain / Lead			
Servers / Waitstaff			
Bartenders			
Equipment Rentals (Linens, China, etc.)			
Service Charge / Gratuity			

Subtotal: \$ _____

Sales Tax: \$ _____

TOTAL DUE: \$ _____

Payment Instructions:

Please make checks payable to [Catering Company Name].

For wire transfers or credit card payments, please contact [Phone Number].

Thank you for choosing us for your event!