

INVOICE

[Catering Company Name]
[Address Line 1]
[Phone Number]

Invoice #: _____
Date: _____

CLIENT:

[Client Name]
[Billing Address]
[Contact Email]

EVENT DETAILS:

Event Date: _____
Location: _____
Guest Count: _____

Description	Quantity / Hours	Rate	Total
Buffet Service: [Menu Package Name]			
Staffing: [Event Manager/Captains]			
Staffing: [Servers/Waitstaff]			
Staffing: [Bartenders]			
Equipment & Linen Rentals			

Description	Quantity / Hours	Rate	Total
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Service Charge / Gratuity

Subtotal: \$ _____

Tax: \$ _____

Total Amount Due: \$ _____

Terms: Payment is due within [Number] days. Please make checks payable to [Company Name].

Thank you for choosing us for your event!