INVOICE

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

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Client Address]
[Phone / Email]
EVENT DETAILS:

Event Name: [Event Title]
Date: [Event Date]
Venue: [Venue Name/Location]
Guest Count: [000]

Description (Food, Beverage, Staffing)	Quantity / Hours	Rate / Price	Total
[Menu Item / Package Name]	[Qty]	$[0.00]	$[0.00]
[Staff Role: e.g. Server/Bartender]	[Hours]	$[0.00]	$[0.00]
[Rentals / Service Fee / Delivery]	[Qty]	$[0.00]	$[0.00]

Subtotal: $[0.00]
Sales Tax ([0]%): $[0.00]
Gratuity / Service Charge: $[0.00]

Total Due: $[0.00]

NOTES & PAYMENT INSTRUCTIONS:

Please make checks payable to **[Company Name]**.
Bank Transfer: [Bank Name] | Acc: [00000000] | Routing: [00000000]
Thank you for your business!