

INVOICE

[Your Company Name]
[Address Line 1]
[Phone/Email]

Invoice #: _____
Date: _____
Event Date: _____

CLIENT:

[Client Name]
[Organization]
[Address]
[Phone]

EVENT DETAILS:

[Event Name/Type]
[Venue Location]
[Guest Count]

CATERING & MENU

DESCRIPTION	QTY/GUESTS	RATE	TOTAL
Main Course / Buffet Service			
Appetizers / Hors d'oeuvres			
Beverage / Bar Service			

DESCRIPTION	QTY/GUESTS	RATE	TOTAL
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Rentals (Linens, China, Glassware)			
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STAFFING & LABOR

POSITION	STAFF COUNT	HOURS	RATE	TOTAL
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Event Manager / Coordinator				
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Servers / Waitstaff				
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Bartenders				
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Kitchen Staff / Chefs				
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Subtotal: \$ _____
Service Charge (%): \$ _____
Sales Tax: \$ _____
TOTAL DUE: \$ _____

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