

[COMPANY NAME]

LUXURY CATERING & EVENT STAFFING

INVOICE

Invoice #: [0000]

Date: [Date]

Event Date: [Event Date]

BILLED TO

[Client Name]

[Client Address]

[Event Venue Name]

DESCRIPTION	QUANTITY/HRS	RATE	AMOUNT
Culinary Service [Menu Title/Style]	[Qty]	\$0.00	\$0.00
Staffing: [Position] [Captain/Butler/Bartender]	[Hrs]	\$0.00	\$0.00
Equipment & Rentals [Linens/Glassware/Service Ware]	[Qty]	\$0.00	\$0.00

Subtotal \$0.00
Administrative Fee ([%]) \$0.00
Sales Tax ([%]) \$0.00
Total Amount Due \$0.00

Payment is requested via [Wire Transfer/Check]. Thank you for choosing [Company Name].

[Company Website] | [Contact Email] | [Phone Number]