

[Catering Company Name]

[Street Address]
[City, State, Zip]
[Phone Number]

INVOICE

DATE: _____
INVOICE #: _____

CLIENT DETAILS

[Client Name]
[Event Location/Venue]
[Contact Email/Phone]

EVENT DETAILS

Event Date: [MM/DD/YYYY]
Guest Count: [00]
Event Type: [Private Party/Wedding/etc.]

Description (Menu & Staffing)	Quantity / Hours	Rate	Total
Catering: [Menu Package Name/Service Style]			\$
Beverage Service: [Package Details]			\$
Staff: [Role - e.g., Lead Server]			\$
Staff: [Role - e.g., Bartender]			\$

Description (Menu & Staffing)	Quantity / Hours	Rate	Total
Equipment & Rentals: [Linens, China, etc.]			\$
Service Charge / Gratuity ([00]%)			\$
Subtotal: \$ _____			
Sales Tax: \$ _____			
Total Due: \$ _____			

Payment Terms: [Net 30 / Due on Receipt]. Please make checks payable to [Company Name].

Notes: Thank you for choosing us for your event!