

INVOICE

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

Invoice #: [000]
Date: [Date]
Event Date: [Event Date]

CLIENT:

[Client Name]
[Partner Name]
[Mailing Address]
[Phone/Email]

EVENT DETAILS:

[Venue Name]
[Venue Address]
Guest Count: [000]
Service Type: [Plated / Buffet / Family Style]

Description	Quantity / Hours	Rate	Total
Catering Service Menu Selection & Food Preparation	[Qty]	[\$0.00]	[\$0.00]
Beverage & Bar Service Glassware, Mixers, & Ice	[Qty]	[\$0.00]	[\$0.00]
Event Staffing Waitstaff, Bartenders, & Kitchen Lead	[Hours]	[\$0.00]	[\$0.00]

Description	Quantity / Hours	Rate	Total
Rentals & Linens China, Flatware, & Table Linens	[Qty]	[\$0.00]	[\$0.00]
Service Fee / Gratuity	[1]	[\$0.00]	[\$0.00]
Subtotal: \$0.00 Tax: \$0.00 Deposit Paid: (\$0.00)			
Balance Due: \$0.00			

Notes: [Insert payment terms, cancellation policy, or dietary restriction notes here.]

Thank you for letting us be part of your special day!