

INVOICE

[Catering Company Name]

[Address Line 1]

[Phone Number]

Invoice #: _____

Date: _____

Due Date: _____

CLIENT INFO:

[Client Name]

[Organization]

[Billing Address]

[Email/Phone]

EVENT DETAILS:

Event Name: _____

Date: _____

Venue: _____

Guest Count: _____

Description	Quantity	Unit Price	Total
Food & Beverage Service [Menu Details/Package Name]			
Staffing & Labor [Servers, Bartenders, Chefs]			
Rentals & Equipment [Linens, Glassware, China]			
Other Services [Delivery, Setup, Bar Service]			

Subtotal: \$0.00
Service Charge (%): \$0.00
Sales Tax: \$0.00

Grand Total: \$0.00
Deposit Paid: (\$0.00)
Balance Due: \$0.00

Notes / Payment Instructions:

[Insert payment methods, check payable details, and cancellation policy here.]