

# INVOICE

[Catering Company Name]  
[Address Line 1]  
[Phone Number]

**Invoice #:** [0000]  
**Date:** [Date]  
**Event Date:** [Event Date]

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## CLIENT INFORMATION

**[Client Name]**  
[Company Name]  
[Phone / Email]

## EVENT DETAILS

**Venue:** [Venue Name]  
**Guest Count:** [00]  
**Service Type:** [Buffet/Plated/Drop-off]

Description	Quantity/Hours	Unit Price	Total
<b>Food &amp; Beverage</b> [Menu Item Details]	[Qty]	\$0.00	\$0.00
<b>Service Staff</b> [Waitstaff/Bartenders]	[Hours]	\$0.00	\$0.00
<b>Equipment Rentals</b> [Linens, China, Glassware]	[Qty]	\$0.00	\$0.00
<b>Delivery &amp; Setup Fee</b>	1	\$0.00	\$0.00

Subtotal: \$0.00  
Sales Tax ([0] %): \$0.00

Service Charge/Gratuity: \$0.00

Total Amount: \$0.00

Deposit Paid: (\$0.00)

**Balance Due: \$0.00**

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**PAYMENT INSTRUCTIONS**

Please make checks payable to: **[Company Name]**

Bank Transfer: [Account Details / Routing Number]

Due Date: [Payment Due Date]

*Thank you for choosing [Catering Company Name]!*