

CATERING INVOICE

[Catering Company Name]
[Business Address]
[Phone Number]

Invoice #: _____
Date: _____
Event Date: _____

CLIENT:

[Client Name]
[Organization]
[Phone/Email]

EVENT DETAILS:

[Event Type / Name]
[Venue Location]
[Guest Count: ____]

Description	Quantity	Unit Price	Total
Menu Item / Package: _____	_____	\$_____	\$_____
Beverage Service: _____	_____	\$_____	\$_____
Service Staff / Labor	_____	\$_____	\$_____
Rentals (Linens, China, etc.)	_____	\$_____	\$_____

Description	Quantity	Unit Price	Total
Delivery & Setup Fee	1	\$_____	\$_____
Subtotal: \$_____			
Tax: \$_____			
Gratuuity/Service Charge: \$_____			
Total Due: \$_____			

Payment Terms:

Please make checks payable to [Catering Company Name].
 Balance due by: [Date]. Thank you for your business!