

# INVOICE

**Catering Company Name**  
123 Outdoor Lane  
City, State, Zip

Invoice #: \_\_\_\_\_  
Date: \_\_\_\_\_

## CLIENT:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## EVENT DETAILS:

Location: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Guest Count: \_\_\_\_\_

Description	Quantity/Hours	Unit Price	Total
Menu Package: _____			
Beverage Service			
Equipment Rental (Tents, Chairs, Linens)			
Staffing (Server/Chef/Bartender)			

Description	Quantity/Hours	Unit Price	Total
Setup & Cleanup Fee			

Subtotal: \$ \_\_\_\_\_

Sales Tax: \$ \_\_\_\_\_

Service Charge/Gratuuity: \$ \_\_\_\_\_

**Total Amount Due: \$ \_\_\_\_\_**

Deposit Paid: (\$ \_\_\_\_\_)

**Balance Remaining: \$ \_\_\_\_\_**

**Terms & Conditions:**

Please make checks payable to \_\_\_\_\_. Payment is due within \_\_\_\_ days of the event date. Outdoor events are subject to weather contingency policies as outlined in the service contract.