

DEPOSIT INVOICE

Invoice #: [0000]
Date: [Date]

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

CLIENT INFORMATION [Client Company Name]
[Contact Name]
[Billing Address]
[Phone Number]
EVENT DETAILS [Event Name/Title]
Date: [Event Date]
Venue: [Venue Name]
Est. Guests: [Count]

DESCRIPTION	ESTIMATED TOTAL	DEPOSIT %	AMOUNT DUE
Formal Banquet Catering Services Includes menu service, staff, and rentals.	[\$[0.00]]	[50]%	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
Deposit Due: \$[0.00]

PAYMENT INSTRUCTIONS

Bank: [Bank Name]
Account Name: [Name]
Account Number: [Number]
SWIFT/Routing: [Code]

TERMS & CONDITIONS

This deposit is required to secure the event date. Remaining balance is due [Number] days prior to the event. Deposits are [non-refundable/refundable per contract terms].

Thank you for choosing [Catering Company Name] for your corporate event.