

DEPOSIT INVOICE

Event Catering Services

Invoice # _____

Date: _____

CATERER

CLIENT & EVENT

Event Date: _____

DESCRIPTION OF SERVICES	TOTAL QUOTE	DEPOSIT (%)	AMOUNT DUE
-------------------------	-------------	-------------	------------

Banquet Catering & Service Reservation	\$ _____	_____ %	\$ _____
--	----------	---------	----------

Subtotal \$ _____

Tax \$ _____

Deposit Total \$ _____

PAYMENT TERMS

This deposit is required to secure the event date and is non-refundable. The remaining balance is due 14 days prior to the event date.

Thank you for choosing our services for your special occasion.