

[CATERING COMPANY NAME]

[LUXURY ADDRESS LINE 1]
[CITY, STATE, POSTCODE]

DEPOSIT INVOICE

No: [Invoice #]
Date: [Date]

CLIENT INFORMATION

[Client Name]
[Client Address]
[Phone Number]
EVENT LOGISTICS

[Event Name/Type]
Date: [Event Date]
Venue: [Venue Name]
Guest Count: [000]

DESCRIPTION OF SERVICESAMOUNT

Banquet Catering Package \$[0.00]
Customized menu, premium beverage service, and staff.

Equipment & Decor Rental \$[0.00]
Fine china, crystal glassware, and linens.

Total Estimated Value: \$[0.00]

Required Deposit (50%): \$[0.00]
AMOUNT DUE: \$[0.00]

PAYMENT TERMS

Please remit payment by [Due Date]. This deposit secures your event date and is non-refundable within [Number] days of the event. Final balance is due 14 days prior to the banquet date.

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