

DEPOSIT INVOICE

Invoice #: _____

Date: _____

[Catering Company Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

Client Details:

[Full Name]

[Address]

[Phone/Email]

Event Details:

Wedding Date: _____

Venue: _____

Est. Guest Count: _____

Description	Estimated Total	Deposit %	Amount
Wedding Banquet Catering Services (Deposit)	\$ _____	_____ %	\$ _____
Venue/Equipment Rental (Deposit)	\$ _____	_____ %	\$ _____

Subtotal: \$ _____

Tax: \$ _____

TOTAL DEPOSIT DUE: \$ _____

Payment Terms: Deposit is due by [Date]. Balance is due [Number] days prior to event.

Notes: This deposit is [Refundable/Non-Refundable] as per the signed catering agreement.

Thank you for choosing us for your special day!