

[CATERING COMPANY NAME]

[Street Address]
[City, State, Zip]

INVOICE

[0000]
Date: [Date]

CLIENT INFORMATION

[Client Name]
[Event Location/Address]
[Phone/Email]

EVENT DETAILS

Guest Count: [00]
Service Style: [Plated/Buffer]
Event Date: [Date]

DESCRIPTION OF SERVICE/MENU ITEM	QTY	UNIT PRICE	AMOUNT
[Appetizer Course Selections]	[00]	\$0.00	\$0.00
[Main Course Selections]	[00]	\$0.00	\$0.00
[Premium Wine & Beverage Service]	[00]	\$0.00	\$0.00
[Service Staff & Sommelier Fee]	[00]	\$0.00	\$0.00

Subtotal \$0.00
Service Charge ([0]%) \$0.00
Sales Tax ([0]%) \$0.00
Total Amount \$0.00

Thank you for choosing [Catering Company Name].
Please settle payment within [00] days. Checks payable to [Account Name].