

# TAX INVOICE

[Your Catering Company Name]  
[Street Address]  
[City, State, Zip]  
[Tax ID / Registration No]

**Invoice #:** [00000]  
**Date:** [Date]  
**Event Date:** [Date]

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## CLIENT INFORMATION

[Client Name / Organization]  
[Billing Address]  
[Phone Number]  
[Email]

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## EVENT LOGISTICS

**Venue:** [Venue Name/Location]  
**Guest Count:** [00]  
**Service Type:** Buffet Catering

Description of Service / Menu Items	Qty / Guests	Unit Price	Total
[Standard/Premium Buffet Package Name]	0	\$0.00	\$0.00
[Additional Item: e.g., Dessert Bar]	0	\$0.00	\$0.00
[Service Fee / Staffing / Rental]	1	\$0.00	\$0.00

Description of Service / Menu Items	Qty / Guests	Unit Price	Total
[Delivery & Setup Fee]	1	\$0.00	\$0.00

Subtotal: \$0.00  
Tax ([0] %): \$0.00  
Gratuity/Other: \$0.00  
Total Amount: \$0.00

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**PAYMENT TERMS & INSTRUCTIONS**

Please make checks payable to **[Company Name]**.

Bank Transfer: [Bank Name] | Acc: [00000000] | Sort Code: [00-00-00]

Payment is due within [X] days of the invoice date. Thank you for your business!