

TAX INVOICE

[Catering Company Name]
[Business Registration / Tax ID]
[Address Line 1]
[Address Line 2]

Invoice #: _____
Date: _____
Event Date: _____

BILL TO:

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

EVENT DETAILS:

Venue: [Location Name]
Guest Count: [000]
Service Type: [Buffet / Plated / Cocktail]

Description of Service / Menu Items	Qty	Unit Price	Total
[Menu Package Name / Food Items]			
[Beverage Service]			
[Staffing / Labor Fees]			
[Equipment Rentals / Linens]			
[Delivery / Setup Fee]			

Subtotal: \$0.00
Tax ([0] %): \$0.00
Service Charge/Gratuuity: \$0.00

TOTAL DUE: \$0.00

Payment Instructions:

Bank Name: [Name] | Account Name: [Name] | Account #: [00000000]

Please include Invoice Number as reference. Terms: [Net 30 / Due on Receipt]