

TAX INVOICE

[Catering Company Name]
[Address Line 1]
[Address Line 2]
Tax ID: [00-0000000]

Invoice #: [INV-001]
Date: [Date]
Event Date: [Event Date]

BILLED TO:

[Client Names]
[Client Address]
[Phone Number]
[Email]

EVENT DETAILS:

Venue: [Venue Name]
Guest Count: [000]
Service Style: [Plated / Buffet]

Description	Qty/Unit	Rate	Amount
Catering Package - [Package Name]	[00]	0.00	0.00
Beverage & Bar Service	[00]	0.00	0.00
Staffing & Service Labor	[00]	0.00	0.00
Equipment Rentals (Linens, China, etc.)	1	0.00	0.00

Subtotal: 0.00
Tax ([0] %): 0.00
Service Charge: 0.00

Total: \$0.00

Less Deposit: (0.00)

Balance Due: \$0.00

Payment Terms: Balance due [Number] days before event date.

Payment Methods: Bank Transfer: [Account Info] | Check payable to [Company Name]

Thank you for letting us be a part of your special day!