

PROFORMA INVOICE

[Catering Company Name]
[Street Address]
[City, State, Zip]
[Phone / Email]

Date: [Date]
Invoice #: [00000]
Valid Until: [Date]

Client / Billed To:

[Client Name]
[Organization]
[Phone]
[Email]

Event Type: [e.g. Wedding, Corporate]
Event Date: [Date]
Guest Count: [00] Guests
Venue: [Location Name / Address]
Service Style: Full Buffet
Setup Time: [00:00 AM/PM]

Description	Quantity/Guests	Unit Price	Total
Buffet Menu Package: [Name of Menu]	[00]	[\$[0.00]]	[\$[0.00]]
Beverage Service / Open Bar	[00]	[\$[0.00]]	[\$[0.00]]
Service Staff & Labor Fees	[0]	[\$[0.00]]	[\$[0.00]]

Description	Quantity/Guests	Unit Price	Total
Equipment Rental (Linens, China, Chafing Dishes)	[1]	[\$[0.00]]	[\$[0.00]]
Delivery & Setup Fee	[1]	[\$[0.00]]	[\$[0.00]]

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

Total Amount: \$[0.00]

Required Deposit: \$[0.00]

- Notes & Terms:**
- 1. This is a proforma invoice based on current guest counts and selections.
 - 2. Final headcount confirmation is required [0] days prior to the event.
 - 3. Payment instructions: [Bank Details / Check Payable To]