

PROFORMA INVOICE

[Catering Company Name]
[Address Line 1]
[City, State, Zip]
[Email / Phone]

Bill To:
[Client Name]
[Client Address]
[Phone Number]

Date: [MM/DD/YYYY]
Invoice #: [0000]
Event Date: [MM/DD/YYYY]

Description	Quantity	Unit Price	Total
Catering Services (Event Estimate)	1	[\$[0.00]]	[\$[0.00]]
Service Fees & Staffing	1	[\$[0.00]]	[\$[0.00]]
Subtotal:			[\$[0.00]]
Tax:			[\$[0.00]]
Total Estimate:			[\$[0.00]]
DEPOSIT DUE ([00]%):			[\$[0.00]]

Payment Instructions:
Please make checks payable to [Company Name] or pay via [Bank Transfer/Link].
This is a proforma invoice based on current estimates. The deposit is required to secure the event date.