

PROFORMA INVOICE

Catering Menu Selection

Invoice #: _____

Date: _____

CLIENT INFORMATION
EVENT DETAILS

Date: _____

Venue: _____

Guest Count: _____

MENU SELECTIONS

Item Description	Qty / Pax	Unit Price	Total

ADDITIONAL SERVICES (STAFF, EQUIPMENT, RENTALS)

Subtotal: _____

Tax/VAT: _____

Grand Total: _____

NOTES & TERMS

1. This is a proforma invoice based on current menu selections.
2. A deposit of ____% is required to confirm the booking.
3. Final guest count must be confirmed ____ days prior to event.

Client Signature

Caterer Signature