

PROFORMA INVOICE

Quote #: [0000]
Date: [MM/DD/YYYY]

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

CLIENT DETAILS

[Client Name]
[Organization]
[Phone Number]
[Email Address]

EVENT DETAILS

Date: [Event Date]
Time: [Start Time]
Location: [Venue Name/Address]
Guest Count: [00]

Description	Qty/Unit	Price	Total
[Menu Package / Food Item]	[0]	\$0.00	\$0.00
[Beverage Service]	[0]	\$0.00	\$0.00
[Staffing & Labor]	[0]	\$0.00	\$0.00

Description	Qty/Unit	Price	Total
[Equipment Rentals]	[1]	\$0.00	\$0.00

Subtotal \$0.00
Service Fee (%) \$0.00
Tax \$0.00
Total Amount \$0.00

TERMS & CONDITIONS

This is a proforma invoice based on current event specifications. Prices are valid for [00] days. A [00]% deposit is required to confirm the booking. Final guest count must be confirmed [0] days prior to the event.