

GOURMET CATERING

123 Culinary Road, Suite 500
Gastronomy City, GC 90210
contact@gourmetcatering.com

PROFORMA INVOICE

Date: [Date]
Reference: #PRO-[0000]

CLIENT DETAILS

[Client Name/Company]
[Street Address]
[City, State, Zip]
[Phone Number]

EVENT INFORMATION

Event: [Event Type/Name]
Date: [Event Date]
Guests: [Guest Count]
Venue: [Venue Name]

Description of Services & Menu Items	Qty/Pax	Unit Price	Total
[Menu Selection/Course Description]	0	\$0.00	\$0.00
[Beverage Service/Package]	0	\$0.00	\$0.00
[Staffing & Service Labor]	0	\$0.00	\$0.00

Description of Services & Menu Items	Qty/Pax	Unit Price	Total
[Equipment Rentals & Linens]	0	\$0.00	\$0.00

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

Terms: This is a proforma invoice based on current event specifications. Final costs may vary based on actual guest count and consumption.

Thank you for choosing Gourmet Catering.