

PROFORMA INVOICE

Wedding Catering Services

Invoice #:

Date:

CATERER INFORMATION

Company:

Address:

Phone:

CLIENT & EVENT DETAILS

Client Name:

Wedding Date:

Venue:

Guest Count:

Description of Services	Qty / Guests	Unit Price	Total
Reception Menu (Per Person)			
Beverage Package / Bar Service			
Staffing & Labor (Servers/Chefs)			

Description of Services	Qty / Guests	Unit Price	Total
-------------------------	--------------	------------	-------

Equipment Rentals (Linens/China)

Service Charge / Gratuity

Subtotal:

Tax:

Grand Total:

Deposit Required:

NOTES & TERMS

This is a proforma invoice provided for planning purposes. Final costs are subject to change based on final guest count and menu selections. All deposits are non-refundable.