

# CATERING INVOICE

INVOICE #

DATE

## CATERER INFO

[Business Name]

[Phone / Email]

[Address]

## CLIENT / EVENT INFO

[Client Name]

[Anniversary Type/Year]

[Event Date & Venue]

| Description                         | Quantity/Guests | Unit Price | Amount |
|-------------------------------------|-----------------|------------|--------|
| Food Service & Menu Selection       |                 |            |        |
| Beverage & Bar Service              |                 |            |        |
| Staffing & Labor                    |                 |            |        |
| Equipment & Rentals (Linens, China) |                 |            |        |
| Service Charge / Gratuity           |                 |            |        |
| Subtotal \$                         |                 |            |        |
| Sales Tax \$                        |                 |            |        |
| Total Due \$                        |                 |            |        |

## NOTES / PAYMENT TERMS

Thank you for letting us be part of your celebration!