

INVOICE

[Catering Company Name]
[Address]
[Phone/Email]

Invoice #: _____
Date: _____
Due Date: _____

CLIENT INFO:

[Client Name]
[Organization]
[Billing Address]
[Phone]

EVENT DETAILS:

Event Name: _____
Event Date: _____
Location: _____
Guest Count: _____

Description	Quantity/Hours	Unit Price	Total
Food & Menu Package			
Beverage Service			
Staffing / Labor			
Equipment & Rentals			
Service Fee / Gratuity			

Subtotal: \$ _____
Tax: \$ _____

Deposit Paid: (\$ _____)

TOTAL BALANCE DUE: \$ _____

PAYMENT TERMS & NOTES:

[Payment Instructions: Check, Wire, or Credit Card Details]

Client Signature

Caterer Signature