

# INVOICE

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

Invoice #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Event Date: \_\_\_\_\_

**BILL TO:**

[Client Name]  
[Client Address]  
[Event Location]

| MENU ITEM / SERVICE DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---------------------------------|----------|------------|-------|
| [Appetizer: Name/Description]   |          | \$         | \$    |
| [Entree: Name/Description]      |          | \$         | \$    |
| [Side Dish: Name/Description]   |          | \$         | \$    |
| [Dessert: Name/Description]     |          | \$         | \$    |
| [Beverage Service]              |          | \$         | \$    |
| [Service Staff / Labor]         |          | \$         | \$    |

| MENU ITEM / SERVICE DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---------------------------------|----------|------------|-------|
|---------------------------------|----------|------------|-------|

|                     |  |    |    |
|---------------------|--|----|----|
| [Equipment Rentals] |  | \$ | \$ |
|---------------------|--|----|----|

Subtotal: \$ \_\_\_\_\_  
Service Fee (%): \$ \_\_\_\_\_  
Sales Tax: \$ \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

**Notes & Policies:**

Please make all checks payable to [Catering Company Name].  
Payments are due within [Number] days of the event date.