

INVOICE

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

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

CLIENT:

[Client Name]
[Company Name]
[Billing Address]
[Phone Number]

EVENT DETAILS:

Event Name: [Event Name]
Date: [Event Date]
Location: [Venue Name/Address]

Staff Position	Quantity	Hours	Rate/Hr	Total
Event Manager	[0]	[0.00]	[\$[0.00]]	[\$[0.00]]
Servers / Waitstaff	[0]	[0.00]	[\$[0.00]]	[\$[0.00]]
Bartenders	[0]	[0.00]	[\$[0.00]]	[\$[0.00]]

Staff Position	Quantity	Hours	Rate/Hr	Total
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Culinary / Kitchen Staff	[0]	[0.00]	[\$[0.00]]	[\$[0.00]]
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Setup & Porters	[0]	[0.00]	[\$[0.00]]	[\$[0.00]]
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Subtotal: \$[0.00]
Service Charge/Gratuity (%): \$[0.00]
Applicable Tax: \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Company Name].
For Bank Transfers: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business!