

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

Due Date: _____

Company: _____
Contact: _____
Email: _____

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

[illegible]

Description / Menu Items	Quantity	Unit Price	Total
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Subtotal: \$ _____
Service Charge (%): \$ _____
Tax: \$ _____

Balance Due: \$ _____

NOTES & PAYMENT INSTRUCTIONS

Please make checks payable to [Catering Company Name].

Terms: Net [Number] days. Late payments may be subject to a [Percentage]% fee.