

HOLIDAY EVENT INVOICE

[Catering Company Name]
[Address Line 1]
[Phone / Email]

Invoice #: _____
Date: _____
Event Date: _____

CLIENT INFO

[Name / Organization]
[Venue Address]
[Phone Number]

EVENT DETAILS

Guest Count: _____
Service Style: _____
Theme: _____

Description	Quantity	Unit Price	Total
Holiday Menu Package: [Name]			
Appetizers / Hors d'oeuvres			
Beverage & Bar Service			
Staffing & Labor			

Description	Quantity	Unit Price	Total
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Equipment & Rentals

Subtotal: \$ _____

Service Charge: \$ _____

Tax: \$ _____

TOTAL DUE: \$ _____

Payment Terms: Deposit due by [Date]. Balance due [Number] days prior to event.

Thank you for choosing us for your holiday celebration!