

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

Client Information:

[Client Name]
[Phone Number]
[Email Address]

Event Details:

Location: [Venue Name/Address]
Event Date: [Date]
Guest Count: [00]

Description	Quantity/Hours	Unit Price	Total
Food Service (Buffet/Plated/Food Truck)			\$
Beverage Service & Bar			\$
Staffing (Servers, Chefs, Bartenders)			\$

Description	Quantity/Hours	Unit Price	Total
Equipment Rental (Tents, Tables, Chairs)			\$
Setup & Cleanup Fees			\$
Subtotal: \$0.00 Service Charge (%): \$0.00 Tax: \$0.00 Amount Due: \$0.00			

Payment Notes:

Please make checks payable to [Company Name].
Late payments are subject to a [0]% fee.

Thank you for your business!