

CATERING INVOICE

[Business Name]
[Address Line 1]
[Phone Number]
[Email/Website]

Invoice #: _____

Date: _____

Event Date: _____

Client / Bill To:

[Client Name]
[Organization]
[Address]
[Phone]

Event Details:

[Event Type / Name]
[Venue Name]
[Guest Count: _____]

Description (Menu Items / Services)	Quantity	Unit Price	Total

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Subtotal: \$ _____
Service Fee / Gratuity: \$ _____
Sales Tax: \$ _____

Total Due: \$ _____

Payment Terms: Please make checks payable to [Business Name]. Payment is due within [X] days.

Thank you for your business!