

CATERING INVOICE

[Catering Company Name]
[Address Line 1]
[Phone Number]

Invoice #: _____
Date: _____

Bill To:

[Client Name]
[Client Address]
[Client Email]

Event Details:

Type: _____
Date: _____
Guest Count: _____

Description	Quantity/Guests	Unit Price	Total
Food Service & Menu Selection			
Beverage Service			
Staffing & Labor			
Equipment & Rentals			
Service Fee / Gratuity			

Subtotal: \$ _____
Tax: \$ _____
Deposit Paid: - \$ _____
Balance Due: \$ _____

Payment Terms: Please remit payment by [Due Date].

Notes: Thank you for choosing us for your social event!