INVOICE

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

Invoice #: [0000]
Date: [Date]
Event Date: [Event Date]

BILL TO

[Client Name]
[Address Line 1]
[Email Address]

EVENT DETAILS

Venue: [Venue Name]
Guest Count: [000]
Service Type: [Plated / Buffet]

Description	Quantity/Guests	Unit Price	Total
[Main Course Selection]	[0]	$0.00	$0.00
[Appetizers/Hors d'oeuvres]	[0]	$0.00	$0.00
[Beverage/Bar Service]	[0]	$0.00	$0.00
[Staffing & Service Labor]	[0]	$0.00	$0.00
[Equipment Rental/Linens]	[1]	$0.00	$0.00

Subtotal: $0.00
Service Charge (%): $0.00

Sales Tax: $0.00
Total Due: $0.00
Deposit Paid: ($0.00)
Balance Remaining: $0.00

Notes & Payment Instructions:

Please make checks payable to [Company Name]. Payment is due [Number] days prior to the event. Thank you for choosing us for your special day.