

INVOICE

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

Invoice #: _____
Date: _____
Event Date: _____

CLIENT / BILL TO:

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

EVENT DETAILS:

Luncheon Venue: [Location Name]
Guest Count: _____
Service Type: [Plated / Buffet / Drop-off]

DESCRIPTION / MENU ITEMS	QTY/GUESTS	RATE	AMOUNT
Catering Package: [Title]			\$
Beverage Service			\$
Service Labor / Staffing			\$

DESCRIPTION / MENU ITEMS**QTY/GUESTS****RATE****AMOUNT**

Equipment Rental / Linens

\$

Delivery & Setup Fee

\$

Subtotal \$ _____

Sales Tax ([%]%) \$ _____

Gratuity / Service Charge \$ _____

Total Due \$ _____

NOTES & PAYMENT INSTRUCTIONS

Please make checks payable to **[Company Name]**. Payment is due within [Number] days. Thank you for your business.