

[CATERING COMPANY NAME]

INVOICE

[0000]

Date: [MM/DD/YYYY]

CLIENT

[Client Name]

[Event Address]

[Phone/Email]

EVENT DETAILS

Date: [Event Date]

Guest Count: [00]

Service Type: [Plated/Buffet]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
[Menu Selection / Course Details]			\$ 0.00
[Beverage Service / Pairings]			\$ 0.00
[Professional Service Staff]			\$ 0.00
[Equipment & Rentals]			\$ 0.00

Subtotal \$ 0.00

Service Charge (%) \$ 0.00

Sales Tax \$ 0.00

TOTAL DUE \$ 0.00

Notes & Terms:

Please make checks payable to [Company Name]. Payments are due within [Number] days of event completion. Thank you for choosing our gourmet services.