

HOLIDAY CATERING INVOICE

Invoice #: _____

Date: _____

[Catering Company Name]

[Street Address]

[City, State, Zip]

[Phone Number]

CLIENT / HOST:

[Client Name]

[Company Name]

[Phone Number]

[Email]

EVENT DETAILS:

Event Name: _____

Event Date: _____

Guest Count: _____

Venue: _____

Description	Quantity/Hours	Unit Price	Total
Holiday Menu Package (per person)			\$
Beverage Service			\$

Description	Quantity/Hours	Unit Price	Total
Staffing / Labor Fees			\$
Equipment & Linen Rentals			\$
Delivery & Setup Fee			\$
Subtotal: \$ _____			
Tax: \$ _____			
Gratuuity: \$ _____			

Total Amount: \$ _____

Deposit Paid: (\$ _____)

Balance Due: \$ _____

Notes / Terms:

Please make checks payable to **[Catering Company Name]**. Payment is due by **[Date]**. Happy Holidays!