

CATERING INVOICE

[Catering Company Name]
[Street Address]
[City, State, Zip]
[Phone] | [Email]

Invoice #: _____
Date: _____

CLIENT:
[Name/Organization]
[Address]
[Phone]
EVENT DETAILS:
Type: [e.g. Wedding, Birthday]
Date: _____
Guest Count: _____

Venue: [Venue Name/Location]
Service Style: [Buffet / Plated / Stations]
Start Time: _____
End Time: _____

Description	Quantity/Hours	Unit Price	Total
Food & Menu Selection			
Beverage Service			
Staffing (Servers/Bartenders)			
Rentals (Linens/Glassware)			

Description	Quantity/Hours	Unit Price	Total
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Service Fee / Gratuity

Subtotal: \$ _____

Tax: \$ _____

Deposit Paid: (\$ _____)

BALANCE DUE: \$ _____

Terms: Payment due by [Date]. Please make checks payable to [Company Name].

Thank you for choosing us for your special event!