

INVOICE

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

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

CLIENT:

[Client Name]
[Client Address]
[Email Address]

EVENT DETAILS:

Occasion: [e.g. Wedding/Gala]
Date: [MM/DD/YYYY]
Location: [Venue Name/Address]
Guest Count: [000]

Description	Quantity/Hours	Unit Price	Total
[Food/Menu Package Name]	[0]	\$0.00	\$0.00
[Beverage/Bar Service]	[0]	\$0.00	\$0.00
[Service Staff/Labor]	[0]	\$0.00	\$0.00

Description	Quantity/Hours	Unit Price	Total
[Equipment/Linen Rentals]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Service Charge (%): \$0.00
Tax: \$0.00
Grand Total: \$0.00
Deposit Paid: (\$0.00)
Balance Due: \$0.00

Payment Terms: [Net 30 / Upon Receipt]
Notes: [Special dietary requirements or delivery instructions]

Thank you for choosing [Catering Company Name] for your special occasion!