

Catering Company Name  
Contact Information / Address

**BILLED TO:**

**EVENT THEME:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_  
**Guest Count:** \_\_\_\_\_  
**Venue:** \_\_\_\_\_

[illegible]

DESCRIPTION (MENU, STAFFING, RENTALS)

QUANTITY

UNIT PRICE

TOTAL

Subtotal: \$0.00

Service Charge / Gratuity: \$0.00

Sales Tax: \$0.00

**Total Amount: \$0.00**

**Payment Terms:** Net 30. Please make checks payable to [Company Name].

Thank you for letting us cater your themed event!