

HOLIDAY CATERING INVOICE

Invoice #:

Date:

Catering Company Name

Street Address

City, State, Zip

Phone / Email

Client Information:

Name:

Event Address:

Phone:

Event Details:

Event Date:

Guest Count:

Occasion:

Description (Menu Items & Services)	Qty / Hrs	Rate	Amount

Subtotal: \$ _____

Service Fee: \$ _____

Tax: \$ _____

Total Due: \$ _____

Payment Notes:

Please make checks payable to _____.

Final payment due by: _____

Thank you for choosing us for your holiday celebration!