

INVOICE

Catering Company Name
Contact Information
Address Line

Invoice #: _____
Date: _____

CLIENT:

Name: _____
Phone: _____
Email: _____

EVENT DETAILS:

Event Date: _____
Location: _____
Guest Count: _____

Description	Quantity / Hours	Unit Price	Total
Food & Menu Package			\$
Beverage Service			\$
Staffing / Labor			\$
Rentals (Linens, China, etc.)			\$

Description	Quantity / Hours	Unit Price	Total
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Delivery & Setup Fee			\$
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Subtotal: \$ _____

Tax: \$ _____

Service Charge / Gratuity: \$ _____

Total Amount Due: \$ _____

Deposit Paid: (\$ _____)

Balance Remaining: \$ _____

Notes / Terms:

Please make checks payable to: _____

Payment Due Date: _____

Thank you for choosing our catering services for your private event!