INVOICE

Catering Company Name
123 Business Road, Suite 100
City, State, Zip Code

Invoice #: [0000]
Date: [Date]
Event Date: [Date]

BILL TO:

[Client Names]
[Address Line 1]
[City, State, Zip]
[Phone/Email]

EVENT DETAILS:

Venue: [Venue Name]
Guest Count: [000]
Service Type: [Plated/Buffet]

Description	Quantity/Hrs	Unit Price	Total
Food Service (Per Guest Menu)	[Qty]	$0.00	$0.00
Beverage & Bar Package	[Qty]	$0.00	$0.00
Service Staff & Labor	[Qty]	$0.00	$0.00

Description	Quantity/Hrs	Unit Price	Total
Rentals (Linens, China, Glassware)	[Qty]	$0.00	$0.00

Subtotal: $0.00
Service Fee ([%]): $0.00
Sales Tax ([%]): $0.00

Total Due: $0.00
Deposit Paid: ($0.00)

Payment Terms: Please make checks payable to [Company Name]. Balance is due [Number] days prior to the event date.

Thank you for letting us be a part of your special day!