

INVOICE

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

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

CLIENT INFORMATION

[Client Name]
[Client Organization]
[Phone Number]

EVENT DETAILS

Event Name: [Event Name]
Date: [Event Date]
Guest Count: [000]

Beverage Package / Item Description	Qty / Hrs	Rate	Amount
[Tier 1: Premium Spirits & Wine Service]	[0]	[\$[0.00]]	[\$[0.00]]
[Tier 2: Craft Beer & Soft Drinks]	[0]	[\$[0.00]]	[\$[0.00]]
[Professional Mixologist / Bartender Fee]	[0]	[\$[0.00]]	[\$[0.00]]
[Glassware & Ice Rental]	[0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Service Fee ([0] %): \$[0.00]
Tax: \$[0.00]
Total Due: \$[0.00]

Please make checks payable to [Catering Company Name].

Thank you for choosing us for your event!