

INVOICE

Catering Business Name

Address Line 1

Phone / Email

Invoice #: _____

Date: _____

Event Date: _____

BILL TO:

Customer Name

Address

Contact Number

EVENT DETAILS:

Venue Name / Location

Guest Count

Service Type (Buffet/Plated)

Description / Menu Item	Quantity	Unit Price	Total

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Service Staff / Labor			
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Equipment Rental			
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Subtotal: \$ _____
 Service Charge (%): \$ _____
 Tax: \$ _____
 Total Amount: \$ _____
 Deposit Paid: \$ _____
Balance Due: \$ _____

NOTES / PAYMENT INSTRUCTIONS:

Please make checks payable to [Business Name]. Bank transfer details: [Details].

Thank you for your business!