

CATERING INVOICE

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

Invoice #: _____
Date: _____
Due Date: _____

BILLED TO:

[Client Name]
[Client Address]
[Client Phone]

EVENT DETAILS:

Event Date: _____
Location: _____
Guest Count: _____

Description	Quantity/Hours	Unit Price	Total
Food & Menu Selection			
Beverage Service			
Staffing & Labor			
Equipment Rental (Linens, Tableware)			

Description	Quantity/Hours	Unit Price	Total
Service Fee / Gratuity			
			Subtotal: \$ _____
			Tax: \$ _____
			Total Amount: \$ _____
			Deposit Paid: \$ _____
			Balance Due: \$ _____
Notes & Payment Instructions:			
Thank you for choosing [Catering Company Name] for your event.			