CATERING INVOICE

[Company Name]
[Address Line 1]
[Phone Number]

Invoice #: _____
Date: _____
Event Date: _____

Client Information:

[Client Name]
[Contact Email]
[Phone Number]

Event Details:

[Event Type/Venue]
[Guest Count]
[Service Time]

Item Description (Food, Beverage, Service)	Qty / Pax	Rate	Amount

Item Description (Food, Beverage, Service)	Qty / Pax	Rate	Amount

Subtotal: $_____
Service Fee: $_____
Delivery: $_____
Tax: $_____
Total Due: $_____

Notes / Terms:

Please make checks payable to [Company Name]. Payments are due within [Number] days of event completion. Thank you for your business!