INVOICE

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

Invoice #: _____
Date: _____
Event Date: _____

CLIENT / BILL TO:

[Contact Person]
[Company Name]
[Company Address]
[Email/Phone]

EVENT DETAILS:

Location: [Venue Name/Address]
Guest Count: [00]
Service Type: [Buffet/Plated/Drop-off]

MENU ITEM / SERVICE DESCRIPTION	QTY/GUEST	UNIT PRICE	TOTAL
[Appetizer Selection]			
[Main Entree Selection]			
[Side Dishes / Salads]			
[Beverage Service]			

MENU ITEM / SERVICE DESCRIPTION	QTY/GUEST	UNIT PRICE	TOTAL
Service Staff / Labor			
Equipment Rental / Linens			
Delivery & Setup Fee			

Subtotal:$ _____
Gratuity ([00]%):$ _____
Sales Tax:$ _____
Total Amount:$ _____
Deposit Paid:($ _____)
Balance Due:$ _____

Notes: [Dietary restrictions, final headcount deadlines, or cancellation policies]

Payment Terms: Please make checks payable to [Catering Company Name]. Balance due within [00] days of event.