

CATERING INVOICE

Outdoor Event Specialists

Invoice #: _____

Date: _____

Caterer:

[Company Name]

[Address Line 1]

[Phone / Email]

Client:

[Client Name]

[Billing Address]

[Phone / Email]

EVENT DETAILS

Venue: _____

Date: _____ Time: _____

Guest Count: _____ Style: (Buffet / Plated / BBQ)

Description	Qty/Hrs	Unit Price	Total
Menu Package: _____			\$
Beverage Service / Bar			\$
Staffing (Servers/Chefs)			\$
Equipment Rentals (Tents, Chairs, Linens)			\$
Delivery & Outdoor Setup Fee	1		\$

Subtotal: \$ _____

Sales Tax: \$ _____

Gratuuity/Service Charge: \$ _____

Total Amount: \$ _____

Deposit Paid: (\$ _____)

Balance Due: \$ _____

Notes: Outdoor service is subject to weather contingency plans as per contract.

Please make checks payable to: _____

Thank you for your business!