

INVOICE

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

Invoice #: [000]
Date: [Date]

CLIENT

[Client Name]
[Event Location / Address]
[Client Email]

EVENT DETAILS

Date: [Event Date]
Guests: [Number of Guests]
Service: [Type of Service]

DESCRIPTION	QUANTITY	RATE	TOTAL
Private Chef Service & Menu Creation	[1]	[\$0.00]	[\$0.00]
Food & Ingredients (Per Head)	[0]	[\$0.00]	[\$0.00]
Staffing / Server Fee	[0]	[\$0.00]	[\$0.00]
Equipment Rental / Rentals	[-]	[-]	[\$0.00]
Subtotal \$0.00			
Gratuity ([0]%) \$0.00			

Total Due \$0.00

Payment Terms: Please remit payment within [X] days. Deposits are non-refundable.

Notes: [Dietary restrictions accommodated: Vegan, Gluten-Free, etc.]