

INVOICE

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

Invoice #: _____
Date: _____

Client / Billed To:

[Name/Organization]
[Contact Address]
[Email/Phone]

Event Details:

Event Date: _____
Guest Count: _____
Venue: _____

Description of Buffet Services	Qty / Guests	Unit Price	Total
Full Buffet Menu (Per Person)		\$	\$
Beverage Station / Service		\$	\$
Staffing & Labor (Servers/Attendants)		\$	\$
Equipment Rental (Linens, Chafing Dishes)		\$	\$
Delivery & Setup Fee	1	\$	\$

Subtotal: \$ _____
Service Charge (____ %): \$ _____
Sales Tax: \$ _____

Total Due: \$_____

Notes / Terms:

Please make checks payable to: [Company Name]

Payment is due by: [Date]

Thank you for your business!