

INVOICE

[Catering Company Name]
[Address Line 1]
[City, State, Zip]

Invoice #: _____
Date: _____
Event Date: _____

Client:

[Client Name]
[Event Venue Name]
[Contact Phone]

Event Details:

Type: [e.g. Wedding, Corporate]
Guest Count: [000]
Location: [City/Room]

Role / Staff Member	Rate/Hr	Hours	Subtotal
[Lead Server]	\$		\$
[Server]	\$		\$
[Bartender]	\$		\$
[Prep/Kitchen Staff]	\$		\$

Role / Staff Member	Rate/Hr	Hours	Subtotal
[Event Coordinator]	\$		\$
Labor Subtotal: \$ _____ Service Charge (%): \$ _____			
Total Due: \$ _____			

Notes / Payment Instructions:

Please make checks payable to [Company Name].

Labor fees include setup, service duration, and breakdown. Thank you for your business.