

INVOICE

[Catering Company Name]
[Street Address]
[City, State, Zip]

Invoice #: [0000]
Date: [Date]
Event Date: [Event Date]

BILLED TO

[Client Name]
[Client Organization]
[Client Address]

EVENT DETAILS

[Venue Name]
[Guest Count] Guests
[Service Style: e.g., Plated Dinner]

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
[Service Item: e.g., Three-Course Plated Menu]	[0]	\$0.00	\$0.00
[Beverage Service / Wine Pairing]	[0]	\$0.00	\$0.00
[Staffing: Servers, Bartenders, Chefs]	[0]	\$0.00	\$0.00
[Equipment Rentals & Linens]	[1]	\$0.00	\$0.00

Subtotal: \$0.00
Service Charge ([0] %): \$0.00
Sales Tax ([0] %): \$0.00
Total Amount: \$0.00

Payment Terms: Due within [Number] days. Please make checks payable to [Catering Company Name].

Thank you for choosing us for your event.