

INVOICE

[Catering Company Name]
[Address Line 1]
[Phone / Email]

Invoice #: _____
Date: _____
Event Date: _____

CLIENT INFORMATION

[Client Name]
[Organization/Company]
[Billing Address]
[Phone]

EVENT DETAILS

Venue: [Venue Name]
Guest Count: [000]
Service Type: [Plated / Buffet / Cocktail]

Description	Quantity / Pax	Unit Price	Total
Food & Menu Selection			
Beverage Package			
Staffing & Labor			

Description	Quantity / Pax	Unit Price	Total
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Equipment Rental / Linens			
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Service Charge / Delivery			
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Subtotal: \$ _____			
Tax (%): \$ _____			
Deposit Paid: (\$ _____)			
Balance Due: \$ _____			

TERMS & NOTES

Please make checks payable to **[Company Name]**. Payment is due within [Number] days. Thank you for choosing our hospitality services for your event.