

INVOICE

[Catering Company Name]
[Street Address]
[City, State, Zip]
[Phone / Email]

Invoice #: [000]
Date: [Date]

CLIENT:

[Client Name]
[Phone Number]
[Email Address]

EVENT DETAILS:

Occasion: [e.g. Birthday, Reunion]
Date: [Event Date]
Location: [Venue Name/Address]
Guest Count: [00]

Description	Quantity/Hrs	Unit Price	Total
[Food Package / Menu Item Name]	[0]	\$0.00	\$0.00
[Beverage Service]	[0]	\$0.00	\$0.00
[Service Staff / Labor]	[0]	\$0.00	\$0.00
[Equipment/Linens Rentals]	[0]	\$0.00	\$0.00

Subtotal: \$0.00
Service Fee ([0] %): \$0.00
Sales Tax: \$0.00

Total Due: \$0.00

Notes / Terms:

Please make checks payable to: [Company Name]

Payment is due by: [Due Date]

Thank you for choosing us for your gathering!