

CATERING INVOICE

[Your Company Name]
[Business Address]
[Phone Number]
[Email/Website]

Invoice #: _____

Date: _____

Event Date: _____

Bill To:

[Client Name]
[Event Location/Venue]
[Client Phone/Email]

Description	Quantity/Guests	Unit Price	Total
Food Service / Menu Package			
Beverage Service			
Staffing & Labor			
Rentals (Linens, China, etc.)			

Description	Quantity/Guests	Unit Price	Total
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Service Fee / Gratuity

Subtotal: \$0.00

Tax: \$0.00

Grand Total: \$0.00

Deposit Paid: (\$0.00)

Balance Due: \$0.00

Notes & Payment Instructions:

Please make checks payable to [Company Name]. Payment is due by [Date]. Thank you for choosing us for your special occasion!