

INVOICE

Catering Company Name
Address Line 1
Phone / Email

Invoice #: [000]
Date: [Date]
Wedding Date: [Date]

CLIENT:

[Name 1 & Name 2]
[Billing Address]
[Phone Number]

EVENT DETAILS:

[Venue Name]
[Venue Address]
Guest Count: [000]

Description	Quantity	Unit Price	Total
Plated Meal Service / Buffet	[0]	\$0.00	\$0.00
Hors d'oeuvres / Appetizers	[0]	\$0.00	\$0.00
Bar & Beverage Service	[0]	\$0.00	\$0.00
Staffing & Labor (Servers/Chefs)	[0]	\$0.00	\$0.00

Description	Quantity	Unit Price	Total
Rentals (Linens, China, Glassware)	[1]	\$0.00	\$0.00

Subtotal: \$0.00
Service Charge (%): \$0.00
Sales Tax: \$0.00

Total Amount: \$0.00
Deposit Paid: -\$0.00
Balance Due: \$0.00

Terms & Instructions:

Please make checks payable to [Company Name].
Final balance is due [Number] days prior to the wedding date.
Thank you for choosing us for your special day!