

Catering for You!!!

We have your food needs!

123 No Man Lane
Anywhere, USA 88888
Phone 222-222-2222
Fax 555-555-5555

TO:

Mary Doe – Student Against Boredom club
Austin Community College
11928 Stonehollow Drive
Austin, Texas
555-555-5555

COMMENTS OR SPECIAL INSTRUCTIONS:

WILL PROVIDE UTENSIL, PLATES CUPS AND NAPKINS

SAMPLE INVOICE

INVOICE #100
DATE: AUG. 31, 2009

DELIVER TO:

Mary Doe – Student Against Boredom club
Austin Community College
Room 1112 – Student Lounge
11928 Stonehollow Drive
Austin, Texas
555-555-5555

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA		TERMS
John Bequick	111222333	Austin Community College	In person delivery		Due on 30 days after event

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
75	Buffet set up, Beef and chick fajitas with all dressing	7.75	581.25

Make all checks payable to Catering for You!!!

If you have any questions concerning this invoice,
contact: John Bequick at 222-222-2222 or email janedoe@catering.com

SUBTOTAL	581.25
SALES TAX	0
SHIPPING & HANDLING	0
TOTAL DUE	581.25