**Catering Invoice Receipt Form**

**Catering Company Information
 Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Details
 Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Event Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Information
 Event Type: ☐ Corporate ☐ Wedding ☐ Party ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_
 Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_
 Start Time: \_\_\_\_\_\_\_\_\_\_\_\_ AM/PM
 End Time: \_\_\_\_\_\_\_\_\_\_\_\_ AM/PM**

**Invoice Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Payment Received On: \_\_\_\_\_\_\_\_\_\_\_\_**

| **Service Provided** | **Description** | **Quantity** | **Total ($)** |
| --- | --- | --- | --- |
| **Food** | **Catering meal services** |  |  |
| **Beverage Service** | **Drinks provided** |  |  |
| **Service Fees** | **Waitstaff and labor** |  |  |
| **Venue Setup** | **Decorations, tables, etc.** |  |  |
| **Cleaning Charges** | **Post-event cleaning** |  |  |
| **Equipment Rental** | **Utensils, plates, etc.** |  |  |
| **Travel Fees** | **Transport expenses** |  |  |
| **Additional Fees** | **Miscellaneous charges** |  |  |

**Total Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_
 Payment Method: ☐ Cash ☐ Card ☐ Bank Transfer
 Final Payment Received: ☐ Yes ☐ No**

**Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date: \_\_\_\_\_\_\_\_\_\_\_\_**