

# 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		

<b>Venue Setup</b>	<b>Decorations, tables, etc.</b>		
<b>Cleaning Charges</b>	<b>Post-event cleaning</b>		
<b>Equipment Rental</b>	<b>Utensils, plates, etc.</b>		
<b>Travel Fees</b>	<b>Transport expenses</b>		
<b>Additional Fees</b>	<b>Miscellaneous charges</b>		

**Total Amount: \$** \_\_\_\_\_

**Payment Method:**  **Cash**  **Card**  **Bank Transfer**

**Final Payment Received:**  **Yes**  **No**

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

**Date:** \_\_\_\_\_