

# Catering Invoice Template PDF

## Catering Business Information

Company Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

## Client Billing Details

Client Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information

Date of Event: \_\_\_\_\_

Event Type:  Birthday  Wedding  Conference  Other: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Service	Details	Quantity	Total (\$)
Appetizers	Small bites		
Main Dishes	Entrées served		
Sides	Complementary dishes		

<b>Desserts</b>	<b>Sweet treats</b>		
<b>Drinks</b>	<b>Non-alcoholic beverages</b>		
<b>Equipment Rental</b>	<b>Tables, chairs, etc.</b>		
<b>Service Charges</b>	<b>Staffing fees</b>		
<b>Additional Fees</b>	<b>Other services</b>		

**Total Cost: \$** \_\_\_\_\_

**Deposit Paid: \$** \_\_\_\_\_

**Balance Due: \$** \_\_\_\_\_

**Payment Method:**  **Cash**  **Credit Card**  **Check**  **Other:** \_\_\_\_\_

**Authorization**

**Client Name:** \_\_\_\_\_

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

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