**Food Catering Service Invoice Form**

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

**Client Information
 Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Details
 Event Type: ☐ Corporate ☐ Wedding ☐ Private Party ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_
 Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_
 Guest Count: \_\_\_\_\_\_\_\_\_\_\_\_**

**Invoice Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_
 Payment Due Date: \_\_\_\_\_\_\_\_\_\_\_\_**

| **Item** | **Description** | **Quantity** | **Total ($)** |
| --- | --- | --- | --- |
| **Appetizers** | **Starters served** |  |  |
| **Main Course** | **Meal selections** |  |  |
| **Side Dishes** | **Accompaniments** |  |  |
| **Desserts** | **Sweet treats** |  |  |
| **Beverages** | **Non-alcoholic drinks** |  |  |
| **Service Charge** | **Waitstaff and chefs** |  |  |
| **Travel Charges** | **Catering transport** |  |  |
| **Additional Fees** | **Miscellaneous costs** |  |  |

**Total Invoice Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_
 Deposit Paid: $ \_\_\_\_\_\_\_\_\_\_\_\_
 Balance Due: $ \_\_\_\_\_\_\_\_\_\_\_\_**

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

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