

# 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 (\$)
<b>Appetizers</b>	<b>Starters served</b>		
<b>Main Course</b>	<b>Meal selections</b>		
<b>Side Dishes</b>	<b>Accompaniments</b>		
<b>Desserts</b>	<b>Sweet treats</b>		
<b>Beverages</b>	<b>Non-alcoholic drinks</b>		
<b>Service Charge</b>	<b>Waitstaff and chefs</b>		

<b>Travel Charges</b>	<b>Catering transport</b>		
<b>Additional Fees</b>	<b>Miscellaneous costs</b>		

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

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

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

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

**Client Agreement**

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

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