**Invoice for Catering Service**

**Catering Company Information
 Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Catering License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Information
 Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Company (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Event Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_
 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Details
 Event Date: \_\_\_\_\_\_\_\_\_\_\_\_
 Event Start Time: \_\_\_\_\_\_\_\_\_\_ AM/PM
 Event End Time: \_\_\_\_\_\_\_\_\_\_ AM/PM
 Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_
 Type of Event: ☐ Wedding ☐ Corporate ☐ Private Party ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_**

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

| **Item** | **Description** | **Quantity** | **Amount ($)** |
| --- | --- | --- | --- |
| **Appetizers** | **Selection of starters** |  |  |
| **Main Courses** | **Entrée selections** |  |  |
| **Side Dishes** | **Additional accompaniments** |  |  |
| **Desserts** | **Sweet dish selections** |  |  |
| **Beverages** | **Drinks provided** |  |  |
| **Staffing Fees** | **Servers, chefs, and helpers** |  |  |
| **Setup & Cleanup** | **Venue preparation and breakdown** |  |  |
| **Delivery Fee** | **Transportation cost** |  |  |

**Payment Information
 Total Amount Due: $ \_\_\_\_\_\_\_\_\_\_\_\_
 Payment Method: ☐ Cash ☐ Credit Card ☐ Bank Transfer ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_
 Deposit Received: $ \_\_\_\_\_\_\_\_\_\_\_\_ ☐ Yes ☐ No
 Remaining Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_**

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