

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 (\$)
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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: _____