CATERING INVOICE

CATERER

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Catering agreement _____

BILL TO (CLIENT)

Company _____ Email _____

Attention _____

Address _____

EVENT

Event _____ Event date _____

Venue _____

Guests _____ Service style _____

MENU

Item	Details	Qty	Unit	Rate	Amount

Menu subtotal

MENU ADD-ONS

Item	Details	Qty	Unit	Rate	Amount

Add-ons subtotal

STAFFING

Item	Details	Qty	Unit	Rate	Amount

Staffing subtotal

RENTALS PASSED THROUGH AT COST

Item	Details	Qty	Unit	Rate	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Service charge on food and beverage (_____%)	
Sales tax, if applicable (_____%)	
Rentals passed through at cost	
Total	
Less: deposit received	
Amount due	

EVENT NOTES

_____

_____

Thank you for choosing us for your event.