CATERING INVOICE

EVENT FOOD, BEVERAGE & SERVICE BILLING

INVOICE NO.

ISSUE DATE

DUE / VALID UNTIL

1 BILLING PARTIES

FROM / CATERER

BUSINESS / FULL LEGAL NAME

FULL MAILING ADDRESS

PHONE

EMAIL

BILL TO / CLIENT

BUSINESS / FULL LEGAL NAME

FULL MAILING ADDRESS

PHONE

EMAIL

2 INVOICE DETAILS

EVENT

EVENT DATE

VENUE / LOCATION

FINAL GUEST COUNT

3 ITEMIZED CHARGES

MENU ITEM / SERVICE / RENTAL	QTY / GUESTS	UNIT PRICE	AMOUNT

4 TOTAL & PAYMENT

NOTES & PAYMENT

MENU, ALLERGY OR EVENT NOTES

PAYMENT TERMS

REMITTANCE / PAYMENT METHOD

AUTHORIZED SIGNATURE

DATE

TOTALS

FOOD / BEVERAGE

STAFF / RENTALS

SERVICE CHARGE

GRATUITY

TAX

DEPOSIT PAID

BALANCE DUE