

# CATERING RECEIPT

Date: \_\_\_\_\_  
Receipt No: \_\_\_\_\_

## CLIENT DETAILS

Name: Contact: Email: Address: \_\_\_\_\_

## EVENT & BUFFET DETAILS

Event Date: Venue: Guest Count: Buffet Type: \_\_\_\_\_

MENU SELECTION / SERVICE DESCRIPTION	QUANTITY / GUEST COUNT	UNIT PRICE	TOTAL

## NOTES / DIETARY RESTRICTIONS

.....  
.....  
.....  
.....

**Subtotal** \_\_\_\_\_  
**Service Charge / Staffing** \_\_\_\_\_  
**Delivery & Setup** \_\_\_\_\_  
**Sales Tax** \_\_\_\_\_  
**Grand Total** \_\_\_\_\_  
**Amount Paid** \_\_\_\_\_  
**Balance Due** \_\_\_\_\_

\_\_\_\_\_  
CUSTOMER SIGNATURE

CATERER REPRESENTATIVE SIGNATURE