

RECEIPT

CATERING & EVENT DETAILS

Event Date:

Event Venue:

Guest Count:

Service Type:

CLIENT INFORMATION

Client Name:

Company:

Receipt No:

Date Issued:

DESCRIPTION / SERVICE ITEM	QTY	UNIT PRICE	TOTAL

Subtotal:

Service Charge:

Tax:

Amount Paid:

Balance Due:

Received By (Client Signature)

Authorized Signature (Caterer)