

INVOICE

CATERING SERVICE PROVIDER

COMPANY

ADDRESS

PHONE

EMAIL

EVENT & INVOICE DETAILS

INVOICE #

DATE

EVENT DATE

GUEST COUNT

VENUE

CLIENT INFORMATION

CLIENT NAME

COMPANY

PHONE

EMAIL

SERVICE / MENU DESCRIPTION	QTY / PAX	UNIT PRICE	TOTAL
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SUBTOTAL

SERVICE CHARGE &
GRATUITY

SALES TAX

DEPOSIT PAID

BALANCE DUE

PAYMENT TERMS & METHODS

BANK NAME

ACCOUNT NO.

ROUTING NO.

DUE DATE

AUTHORIZED SIGNATURE

THANK YOU FOR CHOOSING US TO CATER YOUR EXQUISITE EVENT.