

Expense Report & Invoice

Event Date: _____

Email Address

Service Type

[illegible]

DESCRIPTION (FOOD, BEVERAGE, STAFF, RENTALS)	QUANTITY	UNIT PRICE / RATE	TOTAL COST

Subtotal

Tax Rate (%)

Sales Tax

Service Charge /
Gratuity

Total Amount Due

Amount Paid / Deposit

Balance Due

PAYMENT TERMS & CONDITIONS

CLIENT SIGNATURE & DATE

CATERING REPRESENTATIVE SIGNATURE & DATE