



CATERING INVOICE

Corporate Events & Fine Dining

CATERER DETAILS

Company Name:

Contact Email:

Phone Number:

Tax ID / VAT:

INVOICE DETAILS

Invoice Number:

Invoice Date:

Due Date:

PO Number:

CLIENT & BILLING INFORMATION

Client Company:

Contact Person:

Billing Address:

Email / Phone:

EVENT DATE	EVENT VENUE / LOCATION	GUEST COUNT	EVENT TYPE

SERVICE / MENU DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
----------------------------	------	-----	------------	-------

SERVICE / MENU DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
----------------------------	------	-----	------------	-------

Subtotal

Service Charge (%)

Sales Tax (%)

Deposit Paid

Total Due

PAYMENT INSTRUCTIONS

TERMS & CONDITIONS

Thank you for your business!