

WEDDING CATERING

Invoice & Receipt

INVOICE NO. _____

DATE _____

CLIENT INFORMATION

Couple's Names _____

Phone Number _____

Email Address _____

Billing Address _____

EVENT DETAILS

Wedding Date _____

Venue Location _____

Guest Count _____

Service Style _____

DESCRIPTION OF CATERING SERVICES / MENU ITEMS	QTY	UNIT PRICE	TOTALAMOUNT

SUBTOTAL

SERVICE CHARGE

SALES TAX

TOTAL DUE

AMOUNT PAID

BALANCE DUE

PAYMENT METHOD & HISTORY

☐ Cash

☐ Credit Card

☐ Check

☐ Bank Transfer

Transaction ID / No.

Payment Date

AUTHORIZED CATERER SIGNATURE

CLIENT ACCEPTANCE SIGNATURE