# RECEIPT

**Receipt No:** _____

**Date:** _____

**Client Name:** _____ **Event Date:** _____

**Phone:** _____ **Event Time:** _____

**Email:** _____ **Guest Count:** _____

**Venue Address:** _____

| BUFFET PACKAGE / MENU ITEMS DESCRIPTION | PRICE PER GUEST | GUESTS/QTY | TOTAL AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**PAYMENT METHOD**

☐ Cash
☐ Check
☐ Card
☐ Bank Transfer

**NOTES / SPECIAL INSTRUCTIONS**

**Subtotal:** _____

**Service Charge / Staffing:** _____

**Delivery & Setup:** _____

**Sales Tax:** _____

**Total Amount:** _____

**Deposit Paid:** _____

**Balance Due:** _____

Authorized Signature (Caterer)

Customer Signature