

BANQUET & FOOD SERVICE RECEIPT

Receipt No: Date:

CLIENT & EVENT INFORMATION

Client Name:

Phone: Email:

Event Type: Event Date:

Venue/Location: Guest Count:

SERVICES & FOOD ITEMS

DESCRIPTION OF FOOD, BEVERAGE, OR SERVICE	QTY / HOURS	UNIT PRICE	TOTAL

METHOD OF PAYMENT:

☐ Cash ☐ Check ☐ Credit Card
☐ Bank Transfer

Notes / Special Instructions:

.....
.....

Subtotal:

Gratuity/Service:

Tax:

Total:

Amount Paid:

Balance Due:

RECEIVED BY (CLIENT SIGNATURE)

AUTHORIZED SIGNATURE (CATERER)