# CATERING INVOICE TEMPLATE

YOUR COMPANY NAME &

ADDRESS

PHONE DATE: \_\_/\_\_/\_\_\_\_\_

**BILL TO**  **SHIP TO**

[ENTER CUSTOMER ADDRESS & CONTACT DETAILS]

[ENTER CUSTOMER ADDRESS & CONTACT DETAILS]

CATRERING INVOICE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| INVOICE | EVENT NAME | | MEAL TYPE | | GUESTS | | TERMS |
|  |  | |  | |  | | UPON RECEIPT |
| QTY | | **DESCRIPTION** | | **PRICE** | | **TOTAL** | |
|  | |  | |  | | $ | |
|  | |  | |  | | $ | |
|  | |  | |  | | $ | |
|  | |  | |  | | $ | |
|  | |  | |  | | $ | |
|  | | | | SUB TOTAL | |  | |
| PAID | |  | |
| TOTAL DUE | |  | |

**THANK YOU FOR YOUR BUSINESS**