# 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**