

INVOICE

Catering invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
EVENT, DATE, VENUE	GUEST COUNT	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Menu: guests × per-person price		
Bar / beverage package		
Staff: servers, bartenders (hours × rate)		
Rentals, delivery, setup		
Service charge (%) / gratuity		
Deposit received (negative)		

NOTES & PAYMENT TERMS
Balance due 7 days before the event for private events, Net 15 for corporate accounts. Deposit credited above and non-refundable within 30 days of the event. Final guest count is due 5 days before the event; invoices reflect the final count or the guaranteed minimum, whichever is higher.

Subtotal

Tax

TOTAL DUE _____