**CATERING INVOICE TEMPLATE**  ****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YOUR LOGO** |  |  |  |  | CATERING INVOICE |
| **JOB DATE & TIME** | **JOB TITLE** |  | **JOB LOCATION** | **SALESPERSON** | **INVOICE NO.** | **INVOICE DATE** |
|  |  |  |  |  |  |  |
| CATERER |  |  |  |  |  |  |
| COMPANY NAME |  |  | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
| CONTACT NAME |  |  |   |   |   |  |
| ADDRESS  |  |  |   |   |   |  |
| ADDRESS  |   |  |   |   |   |  |
| ADDRESS  |   |  |   |   |   |  |
| TELEPHONE  |   |  |   |   |   |  |
| EMAIL |   |  |   |   |   |  |
| CLIENT |  |  |   |   |   |  |
| COMPANY NAME |   |  |   |   |   |  |
| CONTACT NAME |   |  |  |  | **TOTAL** |  |
| ADDRESS  |   |  | FLAT RATE SERVICES + ADDITIONAL CHARGES |   |   | TOTAL |
| ADDRESS  |  |  |   |   |   |  |
| ADDRESS  |   |  |   |   |   |  |
| TELEPHONE  |   |  |   |   |   |  |
| EMAIL |   |  |   |   |   |  |
| TERMS |   |  |    |  |  |
|  |  |  REMARKS AND ADDITIONAL JOB DETAILS |  | **TOTAL** |  |
|  |  |  | **SUBTOTAL** |  |
| *Please make check payable to*  |  |  | enter percentage | **TAX RATE** |  |
| Your Company Name. |  |  | **TOTAL TAX** |  |
| *For questions concerning this invoice, please contact* |  |  | **OTHER** |  |
| Name, (321) 456-7890, Email Address |  |  | **GRAND TOTAL** |  |
| www.yourwebaddress.com |  |  | enter initial payment amount | **LESS PAYMENT** |  |
| THANK YOU |  |  |  | **TOTAL DUE** |  |

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