**CATERING INVOICE TEMPLATE**  **[](https://goo.gl/4AhWwA)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |