Catering Invoice

Itemized invoice with deposit, payments received and balance due.

SAMPLE - fictional business, event and people. Not a real client. Numbers are illustrative only.

From (your business)	Harbor & Thyme Catering (fictional sample business)	**Your contact details**	billing@harborandthyme.example | 555-0142
Invoice number	HT-2026-118	**Invoice date**	Nov 20, 2026
Bill to (client)	Lakeshore Design Studio (fictional)	**Client contact**	Accounts team, ap@lakeshore-design.example
Event	Holiday team lunch, buffet for 45	**Event date**	Dec 11, 2026
Balance due (days before event)	5	**Balance due date**	Dec 6, 2026
Tax rate	8.0%	**Deposit received**	$600.00
Other payments received			

Category	Description	Qty	Unit	Unit price	Taxable?	Amount
Food	Buffet lunch: two mains, three sides, bread	42	guest	$26.50	Yes	$1,113.00
Food	Vegan main plates (pre-ordered)	3	plate	$22.00	Yes	$66.00
Food	Dessert platter	45	guest	$4.75	Yes	$213.75
Beverage	Iced tea and lemonade station	45	guest	$3.00	Yes	$135.00
Service staff	Buffet attendants: 2 staff x 4 hours	8	hour	$35.00	No	$280.00
Rentals	Chafing dishes	6	each	$12.00	Yes	$72.00
Delivery	Delivery and setup	1	trip	$65.00	No	$65.00

Subtotal	$1,944.75
Taxable subtotal	$1,599.75
Tax	$127.98
Invoice total	**$2,072.73**
Less payments received	$600.00
Balance due	**$1,472.73**

How to pay	Card or bank transfer via the payment link on this invoice. Reference HT-2026-118.	**Notes**	Thank you! Final guest count of 45 confirmed on Dec 4.

Tax rate and taxable flags are inputs you control. This invoice does not decide what is taxable where you operate.
Line amounts round to the cent. Totals ignore blank lines.

How to use this template

1. Enter your business details, the client, the event date and an invoice number you have not used before.
2. Add one line per item with category, quantity, unit and unit price; line amounts and totals calculate automatically.
3. Mark each line taxable or not and enter your tax rate. Tax rules vary by place and item, so confirm them locally; the file is not tax advice.
4. Record any deposit and other payments already received so the balance due is correct.
5. Set how many days before the event the balance is due; the due date is calculated from the event date.