Catering Invoice

Itemized invoice with deposit, payments received and balance due.

From (your business) _____

Your contact details _____

Invoice number _____

Invoice date _____

Bill to (client) _____

Client contact _____

Event _____

Event date _____

Balance due (days before event) _____

Balance due date _____

Tax rate _____

Deposit received _____

Other payments received _____

Category	Description	Qty	Unit	Unit price	Taxable?	Amount

Subtotal

Taxable subtotal

Tax

Invoice total

Less payments received

Balance due

How to pay _____

Notes _____

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.