

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
State, City Zip \_\_\_\_\_  
Telephone \_\_\_\_\_



## CATERING INVOICE

INVOICE #: \_\_\_\_\_

PHONE: \_\_\_\_\_ NO. OF GUESTS: \_\_\_\_\_

ORDERED BY (NAME): \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ CURRENT TIME: \_\_\_\_\_

NAME OF FUNCTION / EVENT: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_ AM/PM

DELIVERY LOCATION / ROOM NO: \_\_\_\_\_

SERVICE / FOOD REQUESTED:

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PERSON CONFIRMING: \_\_\_\_\_

INTER OFFICE MAIL ADDRESS: \_\_\_\_\_

SERVICE CHARGE SUMMARY:

FOOD: \$ \_\_\_\_\_  
BEVERAGES: \$ \_\_\_\_\_  
OTHER MISC: \$ \_\_\_\_\_  
LABOR: \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

"FOR REQUESTS OR QUESTIONS PLEASE CALL US AT YOUR CONVENIENCE."