

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:

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.”