

Sample invoice for reference only

Your Catering Company

events@yourcatering.com | (555) 318-2240 | 740 Larkspur Ave, Austin, TX 78702

INVOICE

Invoice #: 2026-0342
Invoice date: July 24, 2026
Due date: August 3, 2026
Service date: Event date: July 19, 2026

BILL TO

Brightwater Corp Events

ap@brightwatercorp.com | (555) 902-1187
Event: Hallmark Pavilion, 1200 River Rd, Austin, TX 78701

Description	Qty	Rate	Total
Plated dinner, per guest 85 attended; guarantee governs	100	\$68.00	\$6,800.00
Bar package, per guest Same guarantee basis as the meal	100	\$22.00	\$2,200.00
Event servers 4 servers, 6 hours	24	\$38.00	\$912.00
Bartender 1 bartender, 6 hours	6	\$45.00	\$270.00
Rentals Linens, china, glassware, flatware	1	\$1,450.00	\$1,450.00
Delivery and setup Delivery, setup, breakdown	1	\$350.00	\$350.00
Service charge (18%, mandatory) Not a gratuity. See the disclosure below.	1	\$1,832.76	\$1,832.76
Subtotal			\$13,814.76
Tax (7.25% on taxable lines)			\$915.88
Total			\$14,730.64

PAYMENT TERMS

Net 10. Payable by ACH or check. Deposit of \$2,500.00 paid at booking is credited, leaving a balance due of \$12,230.64.

NOTES

Est. #EST-2026-0342. Final guaranteed count 100 (est. 90). 85 attended; billed at the guaranteed 100 per contract. Service charge is mandatory, not a gratuity.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice.

[email] | [phone] | [business address]

Invoice #: _____

Invoice date: _____

Due date: _____

Service date: _____

[venue name and event address]

Thank you for your business.