INVOICE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

BILL TO

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]
Venue: [Venue address]

Invoice number:	INV-0001
Invoice date:	10/27/2026
Due date:	10/27/2026
Terms:	Due on receipt
Event:	[Event, date]
Guests:	[120]

ITEM	UNIT PRICE	QUANTITY	AMOUNT
Buffet dinner: menu B Per guest	$38.00	120	**$4,560.00**
Passed appetizers, 4 kinds Per guest	$9.00	120	**$1,080.00**
Service staff and bartenders 6 servers, 2 bartenders × 6 hours	$37.50	48	**$1,800.00**
Rentals: linens, chafers, china	$640.00	1	**$640.00**
Service charge, 20% Of food and beverage	$1,128.00	1	**$1,128.00**

NOTES/MEMO

The 20% service charge covers staffing and administration and is not a gratuity. Deposit of $1,500.00 shown as paid; balance due on the event date.

Subtotal:	$9,208.00
Tax:	$736.64
Invoice total:	$9,944.64
Amount paid:	-$1,500.00
Balance due:	**$8,444.64**