CATERER INVOICE

Your business name | Phone | Email

Address | VAT no. (if registered) | Invoice no.

Invoice date | Due date | Client name

Client address | Job or event address

WORK AND CHARGES

Typical lines: Buffet, 60 guests at £18; Two serving staff, 5 hours; Equipment hire; Deposit paid.

Description	Qty	Unit price	Price

Subtotal

Deposit already paid

VAT

Total due

Bank name | Sort code | Account no.

Payment terms or notes

Free template from JobGuard - quotes, extra work and invoices on your phone: www.jobguard.uk