

Fictional catering invoice example

Manual classroom illustration only. This is a new hypothetical continuation of Northwood revision 2, not an app-generated invoice or evidence of a real payment. Earlier examples and captures remain unchanged.

Business customer and booking

Business: Juniper Table Demo - fictional

Business contact/address: Not provided; replace with reviewed real details before actual use

Bill to: Northwood Studio - fictional

Contact: Morgan Example - fictional; morgan@example.com is a reserved example-domain address, not a recipient to contact

Billing address: Not provided in this manual continuation; confirm before actual use

Invoice reference: TRAIN-INV-001 - invented manual reference, not an application-issued invoice number

Issue date: 2026-10-26

Approved quote: Northwood quote revision 2 - hypothetical reference to the existing fictional approved scope

Event: Northwood team lunch

Event date and time: 2026-11-02 at 12:30, local event time; confirm time zone for actual use

Venue: Northwood Studio, 123 Example Street - fictional example venue; not a verified delivery address

Currency: CAD; all figures invented, no currency conversion

Agreed menu and service items

Description	Quantity	Unit price CAD	Line total CAD
Lemon herb chicken, one portion per guest	60	18.00	1,080.00

Menu/service items are listed here. Delivery is shown separately once in the totals below.

Amount	CAD	Amount	CAD
Menu subtotal	1,080.00	Delivery	5.00
Other charges	0.00	Discount	0.00
Fictional tax at 0%	0.00	Full invoice total	1,085.00

Installments of the same total

Requested deposit, chosen 25%: CAD271.25 | Due 2026-10-28

Later installment of the same total: CAD813.75 | Due 2026-11-02

No payment is requested by this example. No bank, card or payment-service details are provided. For a real invoice, insert only reviewed and authorised instructions.

The deposit is included in CAD1,085.00. The fictional 0% tax, chosen 25% deposit and dates are not tax or commercial recommendations. No money was collected or recorded.

Fictional payment status examples

Separate illustrative summaries for TRAIN-INV-001. The issued full invoice stays CAD1,085.00 throughout. These stages are hypothetical and were not entered into CaterScale.

Dated snapshots of one hypothetical sequence

Status date and stage	Aggregate received	Full outstanding	Deposit remaining	Later installment remaining
2026-10-26 — at issue	CAD0.00	CAD1,085.00	CAD271.25	CAD813.75
2026-10-27 — if CAD100 received	CAD100.00	CAD985.00	CAD171.25	CAD813.75
2026-10-28 — if receipts reach deposit	CAD271.25	CAD813.75	CAD0.00	CAD813.75

At issue on October 26, no receipt is assumed. The full amount outstanding is CAD1,085.00. The deposit is due October 28; the later installment is due November 2. Neither is due on October 26.

If CAD100.00 were received on October 27, CAD171.25 of the deposit would remain. The later installment remains CAD813.75, giving CAD985.00 full outstanding. Neither installment is due on October 27.

If an additional CAD171.25 were then received, aggregate receipts would reach CAD271.25. On October 28 the remaining deposit would be CAD0.00 and the full outstanding balance CAD813.75, due November 2. Do not add a second CAD271.25 to the earlier CAD100.00.

No installment is overdue in these snapshots. If a due date passes with an unpaid amount, review the actual schedule and receipts; this example supplies no automatic penalty or collection policy.

Before using your own invoice

- [] Confirm exact approved scope, invoice uniqueness and billing details.
- [] Confirm applicable tax treatment and reviewed payment instructions.
- [] Preserve issued totals; date later summaries separately.
- [] Count verified receipts once and distinguish balance from amount due today.
- [] Keep private costs/margins and individual payment references out of customer documents.

Manual document limits

Word is a manual editable example, with no formulas, app import or sending. PDF is static and printable. The example is not a commercial invoice ready to send.