

Catering invoice template

Complete and review every field before issuing a real invoice. This manual template contains no formulas or payment connection. Keep the full invoice and its installments clear.

Business and customer

Business name: _____

Business contact and address: _____

Bill to name: _____

Billing contact and address: _____

Invoice and booking

Invoice reference: _____ Issue date: _____

Approved quote reference and revision: _____

Event name: _____ Event date: _____

Service time and time zone: _____

Venue and agreed service scope: _____

Agreed menu and service items

Description and quantity basis	Quantity	Unit price	Line total

Currency label: _____ No currency conversion is performed.

Menu/service subtotal: _____

Agreed delivery: _____ Other agreed charges: _____

Discount: _____ Tax label/rate: _____

Tax amount: _____

Full invoice total: _____

Use the table for menu/service items. Enter delivery and other agreed charges once in the separate totals fields; do not repeat them as table rows.

Installments of this same total

Requested deposit amount: _____ Due date: _____

Later installment amount: _____ Due date: _____

Requested deposit + later installment = the same full invoice total. Do not add the requested deposit as a charge on top of the invoice.

Reviewed payment instructions

Insert only authorised instructions for a real invoice; no payment method is enabled by this file.

Invoice payment status and review

This sheet is separate from the issued invoice. Date each update; retain the issued copy and original total. Record only verified aggregate receipts, with no duplicate counting.

Dated status sheet

Invoice reference: _____ Status as of: _____

Original full invoice total: _____

Aggregate verified receipts: _____

Full remaining outstanding balance: _____

Requested deposit still remaining: _____

Later installment still remaining: _____

Amount due on the status date: _____

Next due date and amount: _____

Full outstanding balance and amount due today may differ. A requested deposit is not a receipt. Use the agreed installment dates and count each verified receipt once.

Before you send

- ☐ Match the invoice to the exact approved quote revision.
- ☐ Replace all placeholders and confirm billing/event details.
- ☐ Check arithmetic, agreed charges and applicable tax treatment.
- ☐ Confirm installment amounts add to the full invoice total.
- ☐ Apply verified receipts once; keep previous dated summaries.
- ☐ Review authorised payment instructions and commercial terms.
- ☐ Exclude internal costs, margin, staff notes and unrelated details.

Manual document limits

Word is editable but does not calculate, verify a payment, import into CaterScale or send an email. PDF is for printing and is not an interactive form.

This template supplies no recommended deposit, tax decision, non-refundable policy, fees, penalties or contractual terms. Obtain the review appropriate to your transaction.