

# Your Business Name

# INVOICE

123 Your Street, City, State ZIP · you@business.com · (555) 123-4567

## FROM

## BILL TO

_____	_____
_____	_____
_____	_____
_____	_____

Invoice #	Invoice date	Due date	Payment terms

DESCRIPTION	GUESTS / QTY	PER UNIT	AMOUNT
<i>e.g. Plated dinner — chicken or vegetarian (per guest)</i>	80	\$38.00	\$3,040.00
<i>Passed appetizers — one hour service (per guest)</i>	80	\$9.50	\$760.00
<i>Service staff — 4 servers x 5 hours</i>	20	\$35.00	\$700.00
<i>Rentals — linens, glassware &amp; flatware</i>	1	\$260.00	\$260.00

Subtotal \$4,760.00

Tax rate (%) 0.00 %

Tax \$0.00

Total \$4,760.00

Deposit received - \$2,000.00

**BALANCE DUE \$2,760.00**

## NOTES

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