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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Catering Invoice | | | | | | | | | | | | | | | | | | | |
| Invoice #: | | | | | | | | | |  | | **INVOICE FROM** | | | | | | | |
| Invoice Date: | | | | | | | | | |  | | [Your Business Logo] | | | | | | | |
| Due Date: | | | | | | | | | |  | |
|  | | | | | | | | | | | |
| **BILL TO** | | | | | | | | | |  | |
| [Customer’s Name/Company] | | | | | | | | | |  | | [Your Business Name] | | | | | | | |
| [Customer’s Address] | | | | | | | | | |  | | [Your Business Address] | | | | | | | |
| [Customer’s Phone] | | | | | | | | | |  | | [Your Phone] | | | | | | | |
| [Customer’s Email] | | | | | | | | | |  | | [Your Business Email] | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **ORDER DETAILS** | | | | | | | | | | | | | | | | | | | |
| Event type: |  | |  | | Wedding | | | |  | | Corporate | | | | |  | Birthday | | |
|  | |  | | Graduation | | | |  | | Anniversary | | | | |  | Others | | |
|  | | | | | | | | | | | | | | | | | | | |
| Event Date & Time: | | | | |  | | | | | | | | | | | | | |  |
| Event Location: | | | | |  | | | | | | | | | | | | | |  |
| No. of guests: | | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |
| Order Type: | |  | | For Pickup | |  | For Delivery | | | | | |  | On-Site Catering | | | | | |
|  | |  | |  | |  |  | | | | | |  |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Description | | | | | | | | Quantity | | | | | | | Unit Price | | | Total | |
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| Delivery Fee | | | | | | | |  | | | | | | |  | | |  | |
| Setup Fee | | | | | | | |  | | | | | | |  | | |  | |
| Service Charge | | | | | | | |  | | | | | | |  | | |  | |
| Subtotal | | | | | | | |  | | | | | | |  | | |  | |
| Tax | | | | | | | |  | | | | | | |  | | |  | |
| **Total Amount Due** | | | | | | | |  | | | | | | |  | | |  | |
| [source: www.neworchards.com](https://www.neworchards.com) | | | | | | | | | | | | | | | | | | | |