

CATERER INVOICE

Your business name	
Address and phone	
Invoice no. and date	
Due date	
Bill to	
Customer phone or email	

Description	Unit	Qty	Rate	Amount
Buffet menu, rate per plate	per plate		₹650	
Live chaat counter (3 hours)	per counter		₹12,000	
Service staff and waiters	per person		₹800	
Chef and cooking team	per person		₹1,500	
Chafing dishes, crockery and cutlery hire	per event		₹8,000	
Transport and setup	per event		₹5,000	
Extra plates beyond confirmed headcount	per plate		₹700	

Total	
Advance received	
Balance due	

Terms: Minimum guaranteed 220 plates. Headcount changes must be confirmed in writing 48 hours before the event. Leftover food is packed on request at no extra charge.

Rates shown are illustrative. Replace them with your own prices. Free invoice templates at invoiro.in.