**PERFORMA INVOICE**

|  |  |
| --- | --- |
| **Caterer****[Company Name]****[Contact name]****[Address]****[Tel./Fax No]****[Email Address]** | **Job date & time:[Date]** **Job title: [Name]** **Job location: [Location]** **Salesperson: [Name]****Invoice no:** **[#]****Invoice date: [Date]** |
| **Client** **[Company Name]****[Contact name]****[Address]****[Tel./Fax No]****[Email Address]** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of work** | **Qty** | **Unit price** | **Total** |
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|  |  |  |  |
|  |  |  |  |
|  |  | **TOTAL** |  |

|  |  |
| --- | --- |
| **Flat rate services + additional charges** |  **Total**  |
|  |  |
|  |  |
|  |  |

Please make check payable to Your Company Name.

**THANK YOU**