**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**