

Blank Service Receipt Template - Catering Services

Receipt & Event Details

Receipt No.:

Date:

Event Date:

Event Location:

Client Information

Client Name:

Contact Number:

Email:

Address:

Description of Services

Service / Menu Item	Quantity	Unit Price	Total

Subtotal:

Tax:

Discount:

Total Amount:

Amount Paid:

Balance Due:

Notes / Special Instructions

Authorized Signature

Date:

Client Signature

Date: