**Hotel Catering Invoice Template**

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| --- | --- | --- | --- |
| Company NameHotel Food and Beverage Invoice |

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 |  |
| Hotel Name | Name |
| Address | Street, City, ZIP |
| Phone | (000) 000-0000 |
| Email |   |
| Website |   |
| Guest Information |  |  |  |
| Name | Name |
| Room Number | Phone, Email, Address |
| Invoice Details |  |  |  |  |
| Receipt Number | 67890 |
| Date of Purchase | MM/DD/YY |
| Time of Purchase | 12:00 PM |

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| --- | --- | --- |
| Itemized List of Food and Beverage Ordered |  |  |
| Item Description | Price per Item | Quantity | Total |
| Item Name | $5.00  | 2  | $10.00 |
| Item Name |  $12.00  | 1  | $12.00 |
| Item Name |  | 0  |  |
|   |  | 0  |  |
|   |  | 0  |  |
|   |  | 0  |  |
|   |  | 0  |  |
|   |  **$22.00**  |
| Summary of Charges |  |  |  |
| Subtotal |  **$22.00**  |
| Taxes |  **$3.00**  |
| Service Charges |  **$4.00**  |
| **Total Amount Due** |  **$29.00**  |
| Payment Method | Credit Card, Cash, Other |
| Tip Amount |  **$5.00**  |
| **Total Including Tip** |  **$34.00**  |
| Authorization |  |  |  |  |
| Signature |  |
| Date | MM/DD/YY |

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