



277 PETERSON ROAD • LIBERTYVILLE, IL 60048
 Phone: (847) 367-7400 • Fax: (847) 367-7401
 Email: info@cateredproductions.com

PLEASE ALLOW 1/2 HOUR WINDOW
 FROM SCHEDULED TIME OF ARRIVAL

Invoice# Date Entered

Function Date

Details

Direction

Set Up Time

WORK FAX
 HOME CELL
 EMAIL

QTY	MENU	UNIT PRICE	AMOUNT

*Final Headcount and Guarantees
 due at least 5 days before the event

NET 10 DAYS FOR ESTABLISHED CORPORATE ACCOUNTS
 ALL OTHER CATERING PAYMENTS ARE
DUE AT TIME OF DELIVERY

Sub Total

Tax

Delivery

Gratuity

Total

Deposit

Tax Exempt

SPECIAL EVENTS
 FULL BALANCE IS DUE 5 DAYS PRIOR TO EVENT

PLEASE SIGN AND RETURN TO CONFIRM

X _____
 Order Entered by

Last Updated 4/11/2008

BALANCE

NON-REFUNDABLE 30% DEPOSIT REQUIRED
 CANCELLATION FEE MAY APPLY