

# Catering Quote

**Prepared by:**  
[Company.Company]  
[COMPANY ADDRESS]  
and its sales representative [SALES REPRESENTATIVE]

**For:**  
[Client.Company]  
[CLIENT ADDRESS]

This quotation is for the [EVENT DESCRIPTION] taking place at [LOCATION] on [DATE] (the “Event”). The quote is valid for a period of thirty (30) days. Pricing for the Event is quoted as follows:

Item	Price	Qty	Subtotal
FOOD			
Appetizers	\$0.00	1	\$0.00
Dinner	\$0.00	1	\$0.00
Dessert	\$0.00	1	\$0.00
BEVERAGES			
Non-Alcoholic	\$0.00	1	\$0.00
Alcoholic	\$0.00	1	\$0.00

STAFF			
Servers	\$0.00	1	\$0.00
Bartenders	\$0.00	1	\$0.00
Cooks	\$0.00	1	\$0.00
Manager	\$0.00	1	\$0.00
Planner	\$0.00	1	\$0.00
RENTALS			
Tents	\$0.00	1	\$0.00
Dance Floor	\$0.00	1	\$0.00
Sound Equipment	\$0.00	1	\$0.00
Linens	\$0.00	1	\$0.00
Plateware	\$0.00	1	\$0.00
Flatware	\$0.00	1	\$0.00
Stemware	\$0.00	1	\$0.00
Tables	\$0.00	1	\$0.00
Chairs	\$0.00	1	\$0.00
MUSIC			
Band or DJ	\$0.00	1	\$0.00

## Terms

Terms and conditions shall be in accordance with [Company.Company]'s standard terms attached to this quotation.

A 50% deposit is due on or before [DATE].

AGREED AND ACCEPTED:

[Client.Company]

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By

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Name

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Title

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Date