

Corporate Event Catering Cost Estimate

Client Company

Enter client company name

Contact Person

Contact name

Event Name/Type

e.g. Annual Meeting

Event Date

MM/DD/YYYY

of Guests

Estimated guest count

Menu & Services Estimate

Item/Service	Description	Quantity	Unit Price	Total
e.g. Breakfast Buffet	Details	Qty	\$	\$

Subtotal

\$

Tax (%)

e.g. 10%

Estimated Total

\$

Notes / Special Requests

Enter any details or requests here

Authorized Representative

Signature & Date

Client Approval

Signature & Date

