

# 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
<div>e.g. Breakfast Buf</div>	<div>Details</div>	<div>Qty</div>	<div>\$</div>	<div>\$</div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Subtotal

\$

Tax (%)

e.g. 10%

Estimated Total

\$

## Notes / Special Requests

Enter any details or requests here

Authorized Representative

Signature & Date

Client Approval

Signature & Date

