

# Event Beverage and Catering Quote Sheet

## Event Details

Client Name: \_\_\_\_\_

Event Name/Reference: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

## Beverage Quote

Description	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Catering Quote

Description	Quantity	Unit Price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Summary

Beverage Subtotal	_____
Catering Subtotal	_____
Other Fees	_____
Tax	_____
<b>Total Quote</b>	_____

## Notes / Special Instructions