

Party Food Service Quotation

Quotation No:

QTN-2024-001

Date:

2024-06-28

Prepared For:

Client Name

Event Date:

YYYY-MM-DD

Contact:

client@email.com / 123-456-7890

Event Location:

Event Address

Menu & Services

Item Description	Unit	Quantity	Unit Price	Total Price
Buffet Main Course	Person	50	\$20.00	\$1,000.00
Appetizers	Person	50	\$6.00	\$300.00
Desserts	Person	50	\$5.00	\$250.00
Beverage Station	Set	1	\$120.00	\$120.00
Service Staff	Hour	5	\$30.00	\$150.00
			Subtotal	\$1,820.00
			Taxes (10%)	\$182.00
			Total	\$2,002.00

Terms & Conditions

- Quotation valid for 14 days from date issued.
- 50% deposit required to confirm booking.
- Full payment due 5 days before event date.
- Changes to guest count must be communicated 7 days prior to event.
- Allergies and special dietary requirements must be advised in advance.

Prepared by:

Party Foods Catering Co.

Email: sales@partyfoods.com

Phone: 111-222-3333