

Professional Catering Price Proposal Outline

1. Company Information

Catering Company Name:

Contact Person:

Contact Details:

Date of Proposal:

2. Event Details

- Event Name:
- Event Date & Time:
- Location/Venue:
- Number of Guests:
- Type of Service: (e.g. Buffet, Plated Dinner, Cocktail Reception)

3. Proposed Menu

- Appetizers:
- Main Courses:
- Sides:
- Desserts:
- Beverages:

4. Pricing Breakdown

Description	Unit Cost	Quantity	Total
Food & Beverage			
Staff			
Equipment Rental			
Other Services			
Total			

5. Payment Terms

- Deposit Required:
- Payment Schedule:
- Accepted Payment Methods:

6. Terms & Conditions

- Cancellation Policy
- Guarantee of Guest Count
- Liability
- Other Applicable Terms

7. Contact & Acceptance

Please review and confirm acceptance of this proposal by contacting us at your earliest convenience.

Authorized Signature: _____

Date: _____