

Simple Event Catering Quote Sheet

Event Name

Date

Time

Client Name

Contact Info

Guests

Venue/Location

Notes / Special Requests

Menu & Services

Item / Service	Unit Cost	Quantity	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Comments

Subtotal

Tax

Total