

# Conference Catering Quotation

Prepared For:

Event Date:

Reference No.:

## Event Details

Event Name:

Venue:

Number of Guests:

Service Time:

## Menu Selection

Description	Unit	Qty	Unit Price	Amount

## Additional Services

## Cost Summary

Item	Amount
Subtotal	
Tax (%)	
Total	

## Terms & Conditions

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Prepared by:

Date:

Client Approval:

Date: