

Wedding Catering Quotation

Catering Company Details

Company Name: _____

Contact Person: _____

Phone: _____

Email: _____

Address: _____

Client & Event Details

Client Name: _____

Event Date: _____

Event Location: _____

Number of Guests: _____

Catering Menu & Pricing

Menu Item / Package	Description	Quantity	Unit Price	Subtotal
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total				_____

Additional Services

- Service Staff: _____
- Linens & Tableware: _____
- Beverages: _____
- Other: _____

Terms & Notes

- Deposit Required: _____
- Final Payment Due: _____
- Cancellation Policy: _____
- Notes: _____

Event Planner/Client Signature:

Date: _____

Caterer Signature:

Date: _____

