

# Business Luncheon Catering Quote

## Client Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Address: \_\_\_\_\_

## Menu Selection

Item	Description	Qty	Unit Price	Total
Sample Item 1	Sandwich Platter	_____	_____	_____
Sample Item 2	Salad Bowl	_____	_____	_____
Sample Item 3	Assorted Beverages	_____	_____	_____

## Summary

Subtotal	_____
Delivery Fee	_____
Tax	_____
<b>Grand Total</b>	_____

## Special Requests / Notes

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_