

Custom Event Quotation Outline

Client Name:

Event Date:

Quotation No.:

Event Venue:

Guest Count:

Outline of Services

Service / Item	Description	Quantity	Unit Cost	Subtotal
Venue Decor	Table centerpieces, floral arrangements, etc.	—	—	—
Catering	Food and beverage package	—	—	—
Photography	Professional photography services	—	—	—
Music & Entertainment	Live band or DJ	—	—	—
Other	_____	—	—	—

Subtotal :

Taxes (%):

Total :

Terms & Conditions

- Quotation valid for ____ days from date of issue.
- Booking is confirmed upon receipt of ____% non-refundable deposit.
- Full payment required ____ days prior to event date.
- All alterations must be requested in writing.
- Other (specify): _____

Client Signature / Date

Authorized Representative / Date