

Event Planning Quotation Checklist for Suppliers

Supplier Name

Supplier Name

Contact Person

Contact Name

Email / Phone

Email or Phone

Event Name

Event Name

Event Date

Location

Event Location

Quotation Details

Item / Service	Description	Quantity	Unit Price	Total
e.g. Catering	Description			

Subtotal

Discount / Promo

Tax / VAT

Total

Checklist

- ☐
Quotation document attached
- ☐
Itemized breakdown provided
- ☐
Terms & conditions included
- ☐
Validity period specified
- ☐
Delivery/Setup schedule included
- ☐
Payment terms stated
- ☐
References / previous clients listed (optional)

Notes / Remarks

Additional comments or instructions