

# Event Planning Quotation Checklist for Suppliers

Supplier Name

Contact Person

Email / Phone

Event Name

Event Date

Location

## Quotation Details

Item / Service	Description	Quantity	Unit Price	Total
<input type="text" value="e.g. Catering"/>	<input type="text" value="Description"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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