CATERING ESTIMATE

CATERER

Business name _____

Address _____

Phone / email _____

ESTIMATE DETAILS

Estimate no. _____

Date _____

Valid until _____

Prepared by _____

CLIENT

Client _____ Contact _____

Phone / email _____

EVENT

Event _____ Event date _____

Venue _____

Guest count _____

Service _____

MENU (PER GUEST)

Description	Qty	Unit	Rate	Amount

Menu subtotal

STAFFING

Description	Qty	Unit	Rate	Amount

Staffing subtotal

RENTALS

Description	Qty	Unit	Rate	Amount

Rentals subtotal

Subtotal	
Service charge (_____%)	
Sales tax, if applicable (_____%)	
Estimated total	
Proposed deposit to hold the date (_____%)	

MENU AND GUEST COUNT

PRICING

Accepted by (client signature) | Print name | Date

Prices are based on the guest count shown above and are valid until the date shown.