

ESTIMATE

[Catering Company Name]
[Street Address]
[City, State, Zip]

Estimate #: [000]
Date: [MM/DD/YYYY]

CLIENT INFORMATION

[Client Name]
[Phone Number]
[Email Address]

EVENT DETAILS

Event: [Event Type/Name]
Date: [Event Date]
Guest Count: [00]
Location: [Venue Name/Address]

Description	Quantity/Guests	Unit Price	Total
Food & Menu Selection (Per Person)	[0]	[\$0.00]	[\$0.00]
Beverage Service	[0]	[\$0.00]	[\$0.00]
Staffing & Labor (Servers/Bartenders)	[0]	[\$0.00]	[\$0.00]
Rentals (Linens, China, Glassware)	[0]	[\$0.00]	[\$0.00]
Delivery & Setup Fee	1	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]

Service Charge ([0] %): \$[0.00]

Sales Tax ([0] %): \$[0.00]

Total Estimate: \$[0.00]

TERMS & NOTES

This is an estimate only. Final pricing is subject to guest count confirmation and menu changes. A [0] % deposit is required to secure the date.