

CATERING ESTIMATE

[Catering Company Name]

[Street Address]

[Phone / Email]

Estimate #: [0001]

Date: [MM/DD/YYYY]

Event Date: [MM/DD/YYYY]

CLIENT / COUPLE

[Client Name]

[Phone]

[Email]

EVENT DETAILS

Venue: [Venue Name]

Guest Count: [000]

Service Style: [Buffet / Plated]

Description	Qty / Guests	Unit Price	Total
Appetizers & Hors d'oeuvres	[]	\$0.00	\$0.00
Main Entree Service	[]	\$0.00	\$0.00
Beverage & Bar Service	[]	\$0.00	\$0.00
Service Staff & Labor	[]	\$0.00	\$0.00
Rentals (Linens, China, Glassware)	[]	\$0.00	\$0.00

Subtotal: \$0.00

Service Fee ([%]): \$0.00

Tax ([%]): \$0.00

Total: \$0.00

Notes: This is a cost estimate based on current market prices and projected guest counts. Final totals are subject to change based on final guest confirmation 14 days prior to the event.