

WEDDING RECEPTION ESTIMATE

Date: [Date]

Estimate #: [0000]

[Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

Client:
[Client Name]
[Phone Number]
[Email Address]
Event Details:
Date: [Event Date]
Venue: [Venue Name]
Guest Count: [000]

Description	Quantity	Unit Price	Total
Venue Rental & Setup	[Qty]	[\$[0.00]]	[\$[0.00]]
Catering (Per Head)	[Qty]	[\$[0.00]]	[\$[0.00]]
Beverage/Bar Service	[Qty]	[\$[0.00]]	[\$[0.00]]
Decoration & Florals	[Qty]	[\$[0.00]]	[\$[0.00]]
Equipment & Linen Hire	[Qty]	[\$[0.00]]	[\$[0.00]]

Description	Quantity	Unit Price	Total
Staffing/Service Fees	[Qty]	[\$0.00]	[\$0.00]

Subtotal: \$[0.00]

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

Estimated Total: \$[0.00]

Notes & Terms:

This is an estimate only based on current guest counts and requirements. Final pricing may vary based on actual consumption and changes to the event brief. A [0] % deposit is required to secure the date.