

ESTIMATE

Coordinator: [Business Name]
[Address]
[Email/Phone]

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

Client Details:

[Client Name]
[Partner Name]
[Phone Number]
[Venue Location]

Project:

Vendor Coordination & Management
Phase: [Pre-Wedding / Day-Of]

VENDOR CATEGORY / TASK	DESCRIPTION	ESTIMATED HOURS/QTY	RATE	AMOUNT
Catering Liaison	Menu finalization, rentals check, staff coordination.	[0]	\$0.00	\$0.00
Floral & Decor	Setup schedule, delivery management, strike-down.	[0]	\$0.00	\$0.00

VENDOR CATEGORY / TASK	DESCRIPTION	ESTIMATED HOURS/QTY	RATE	AMOUNT
AV & Entertainment	Sound check, timeline cues, equipment load-in.	[0]	\$0.00	\$0.00
Contract Review	Legal review and payment schedule tracking.	[0]	\$0.00	\$0.00
Subtotal: \$0.00 Service Fee: \$0.00 Estimated Total: \$0.00				

Notes & Terms:

1. This is an estimate only. Final billing will be based on actual hours or adjusted vendor requirements.
2. A non-refundable deposit of [0]% is required to secure the coordination date.
3. Final balance is due [0] days prior to the wedding event.