CATERING QUOTE

Free template from InvoicePenguin • www.invoicepenguin.com

From (Your Business)

Name: _____

Address: _____

Phone: _____

Email: _____

Prepared For (Client)

Name: _____

Address: _____

Phone: _____

Email: _____

Quote #: _____ **Quote Date:** _____ **Valid Until:** _____ **Prepared By:** _____

Description	Qty	Rate	Amount
e.g. Buffet dinner (per person)	*120*	*$38.00*	
e.g. Servers (per hour)	*24*	*$30.00*	
e.g. Linen rental	*1*	*$300.00*	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Show the final guest count and the date it locked, then list the deposit paid as a credit and the balance due before the event.

Prefer auto-calculated totals? Create this quote free online at www.invoicepenguin.com — no sign-up required.