

Catering inquiry questionnaire

Blank questionnaire

Collect the information you need before preparing a first quote. Write To confirm where a detail is missing. A completed questionnaire is a request for review, not a confirmed booking or an approved quote.

Customer and event

Catering business [Your catering business]

Inquiry reference and recorded date [Reference] [Date]

Contact and organization [Name] [Organization if applicable]

Reply details [Email] [Phone if needed]

Event name and purpose [Event name and type]

Event date [Write the month in words or use YYYY-MM-DD]

Service time and timezone [Time food should be ready] [Timezone]

Guest count [Number] [Confirmed or estimate] [Final confirmation date]

Location and service

Venue and address [Venue] [Address or To confirm]

Arrival and access [Arrival or drop-off time] [Loading and setup access]

Service requested [Drop-off, buffet, plated or another service]

Finish and collection [End time, collection plan or To confirm]

Prepare the quote

Menu and requirements

Requested menu and quantities [Dishes or preferences] [Quantities or To confirm]

Dietary requests [Necessary details only] [What the responsible operator must confirm]

Staff and equipment responsibilities [Who supplies staff, serving equipment and other agreed items]

Dietary requests need review by the responsible caterer. Recording a request does not establish that a dish is suitable. Keep completed forms private and share only the details each role needs.

Budget and quote preparation

Requested budget and currency [Amount] [Currency] [Whole event or per guest]

What the budget includes [Food, delivery, staff, equipment, taxes or To confirm]

Quote deadline [Date and time]

Approving contact [Person authorized to approve the quote]

A requested budget is planning information, not a quoted price. Keep your costs, margins and internal notes on a separate working sheet. Do not collect card details in this questionnaire.

Details to confirm

Open question one [Question] [Who will confirm] [By when]

Open question two [Question] [Who will confirm] [By when]

Next action [Follow-up or prepare a draft quote] [Owner and date]

Review the completed information before quoting. Confirm the scope, price and terms separately. For a manual document, updates and sharing are your responsibility.

Editable Word and print-only PDF. This manual document does not send information to CaterScale or update the app.