

Catering inquiry questionnaire

Fictional filled example

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.

Every name and detail is invented for training. No booking or payment is confirmed.

Customer and event

Catering business Practice Catering Fictional training business

Inquiry reference and recorded date CEDAR-TRAINING-01 October 23, 2026

Contact and organization Alex, Training Client Cedar Room workshop

Reply details cedar-room@example.com Phone not supplied

Event name and purpose Cedar Room training lunch Workshop lunch

Event date November 16, 2026

Service time and timezone 12:30 America/Edmonton

Guest count 50 initially requested Estimate Confirm before issuing the quote

Location and service

Venue and address Cedar Room training venue Fictional address pending confirmation

Arrival and access Proposed arrival 12:00 Loading and setup access to confirm

Service requested Drop-off lunch Collection and staffing scope to confirm

Finish and collection To confirm

Prepare the quote

Menu and requirements

Requested menu and quantities 50 lunches requested initially 48 standard and 2 vegetarian alternatives requested for operator review

Dietary requests Two vegetarian alternatives requested; allergy details and suitability still to confirm with the responsible caterer

Staff and equipment responsibilities Caterer and customer responsibilities to confirm before quoting

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 To confirm CAD proposed for the exercise Whole-event budget not supplied

What the budget includes To confirm; do not assume delivery, equipment or taxes are included

Quote deadline To confirm with the coordinator

Approving contact Coordinator's authority to approve is to confirm

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 Confirm final count, requested menu and dietary requirements Coordinator and caterer Before quote approval

Open question two Confirm address, access, service responsibilities, finish and collection Coordinator Before booking is finalized

Next action Ask for missing details, then prepare a quote for review Catering owner No booking or payment confirmed

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.