

Catering menu template

Replace bracketed prompts and remove unused rows before sharing. All prices and totals are entered manually.

Business [your business name] | Contact [email or phone]

Menu [menu name] | Currency [code] | Version [date]

Service [drop off or staffed] | Minimum [guest count or order value] | Notice [period]

Menu and packages

Menu item or package	What is included	Price and basis
[Package name]	[Dishes and number of choices]	[Amount per guest]
[Menu item]	[Quantity and description]	[Amount per tray or item]
[Menu item]	[Quantity and description]	[Amount and unit]

Included service

Food and selections [portions or selection rules for this offer]

Service and supplies [delivery, setup, staffing window, packaging, tableware and clearing]

Optional additions

Addition or fee	What it covers	Price and basis
[Addition]	[Description or quantity]	[Amount and unit]
[Delivery or extra service]	[Area or time covered]	[Amount per order or hour]

Before booking

Availability and service area [how the customer confirms the date and venue]

Dietary requests [how to discuss ingredients and requests before a quote]

Confirm the final menu, guest count, venue, date, service and total price in a separate quote.