

Catering quote template

Replace the bracketed fields with your own details, prices and terms. Check the figures before sharing.
This file does not calculate totals or collect approval or payment.

Business [Business name, address, email and phone]

Quote [Quote reference] Revision [number] Prepared [date]

Status [Draft / Sent / Approved / Superseded] Currency [code]

Client and event

Prepared for [Client or organization] Contact [name, email and phone]

Event [Event name] Date [date] Service time [time]

Venue [Venue name and full address]

Service [Drop off / Staffed / Collection and included scope]

Guest count [number] Quantity basis [per guest / per tray / fixed]

Menu and quantities

Menu item and description	Quantity	Unit price	Line total
[Item and included service]	[qty]	[price]	[total]
[Item and included service]	[qty]	[price]	[total]
[Item and included service]	[qty]	[price]	[total]

Quote total

Charge	Amount
Menu subtotal	[amount]
Delivery fee	[amount]
Other fees with description	[amount]
Discount with description	[amount]
Tax basis and rate [specify]	[amount]
Total in [currency]	[amount]

Terms and response

Quote reference [reference] **Revision** [number] **Prepared** [date]

Your business terms

Add the terms that apply to this booking. Remove prompts that do not apply and review your wording before sharing.

Included service and exclusions [Scope, delivery window and any agreed exclusions]

Guest count and changes [Your final count deadline and process for revisions]

Payment and cancellation terms [Your own payment schedule and cancellation terms]

Other agreed terms [Business-specific terms and quote validity, if applicable]

Approval record

Quote status [Awaiting response / Approved / Changes requested]

Response recorded [Name, date, revision and reference to the customer response]

Retain the customer response with this exact revision. Keep earlier approved copies when preparing a replacement.

Payment record

Requested deposit [Rate or fixed amount] **Due** [your agreed date]

Payment status [Not requested / Awaiting payment / Part paid / Paid]

Amount received [Amount] **Date and reference** [details]

Approval does not establish payment. Record only amounts actually received. A requested deposit is part of the quote total, not an extra charge.

This is an editable document template, not a legally reviewed contract or an automatic signature or payment service.