

[YOUR BUSINESS NAME / LOGO]

Catering Proposal

Prepared for: _____

Prepared by: _____

Event date: _____

Proposal date: _____ Valid until: _____

Introduction

Thank you for the opportunity to cater your event. Below is a proposal covering the menu, service, and pricing for your review. [Add one or two sentences about your approach and why you're a fit for this event.]

Event summary

Client / company: _____

Guest count: _____

Venue: _____

Service style: _____

Start time: _____ End time: _____

On-site contact: _____

Menu & pricing

Item / course	Qty	Unit price	Total

Subtotal \$ _____

Tax (____%) \$ _____

Total \$ _____

Deposit due to confirm (____%) \$ _____

Balance due \$ _____

Terms

A ____% deposit confirms your date; the balance is due by _____. Final guest count is due ____ days before the event. [Add cancellation and any other terms.]

Acceptance

Client signature: _____

Date: _____

Caterer signature: _____

Date: _____