

CATERING SERVICE QUOTATION

Client Name: _____ Quote No.: _____

Contact Information:

Phone: _____

Email: _____

Event Details:

Event Type: _____

Event Location: _____

Number of Guests: _____

Catering Package:

Package Selected: _____

Special Dietary Requirements: _____

Quote Details:

Item Description	Quantity	Unit Price (USD)	Total Price (USD)

Subtotal: _____ USD

Tax (if applicable): _____ USD

Total Price: _____ USD

Payment Terms and Conditions:

Client agrees to pay the full amount quoted within the payment terms stated herein. A deposit may be required to secure the booking, with the balance payable prior to or on the event date as agreed. Payments shall be made via check, wire transfer, credit card, or other mutually agreed method. Late payments may incur additional fees.

Cancellation and Refund Policy:

Cancellations must be submitted in writing. Refunds are subject to the timing of cancellation and non-recoverable costs incurred by the Caterer. Deposits may be non-refundable. Partial refunds or credits may be issued at Caterer's discretion in accordance with this policy.

Liability and Indemnification:

Caterer shall exercise reasonable care in providing services. Client agrees to indemnify and hold harmless Caterer from any claims, damages, losses, or expenses arising from Client's negligence or willful misconduct. Caterer is not responsible for damages arising from circumstances beyond reasonable control.

Governing Law and Venue:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflict of law principles. Any disputes arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the state or federal courts located in _____ County, _____.

Entire Agreement:

This document constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, or agreements. Any amendments or modifications must be made in writing and signed by both parties to be effective.

CLIENT SIGNATURE

CATERER SIGNATURE

Signature: _____

Signature: _____

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