**CATERING QUOTATION**

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| **[YOUR COMPANY NAME HERE]**  **Catering Services & Event Supplies**  All your catering needs - in one! | **[INSERT COMPANY LOGO]**  **[COMPLETE BUSINESS ADDRESS]**  **[CONTACT DETAILS]** |

**QUOTATION**

|  |  |
| --- | --- |
| **Date Issued:** DD/MM/YYYY | **Quote No.:** 10101 |
| **Client Code:** | **Valid until:** DD/MM/YYYY |
| **CLIENT DETAILS**  **Name:**  **Address:**  **Company:** Ton ton’s All Things Hardware  **Contact Number:** [SPECIFY CONTACT NUMBER/S]  **Email Address:** | **EVENT DETAILS**  **Event Type:** Indoor Dining Hall  with Outdoor Poolside  **Event Date:** DD/MM/YYYY  **Event Time:** 6 PM to 8 PM (Indoor Dinner)  8 PM to 12 MN (Outdoor Party)  **Event Venue:**  **No. of Attendants:** 200 pox  **Dining Style:** Table set and serve (indoor)  Buffet (outdoor) |
|
| **NOTES:**  1. Initial non-refundable and non-returnable deposit (50%) of grand total amount due upon signing of Service Agreement.  2. Remaining 50% balance payable upon completion of all services after the event.  3. Cancellation must be made [NUMBER] days prior to the Event Date.  4. Additional services on the Event Date subject to 5% additional charges per service ordered.  5. This quotation shall be valid only until the date indicated above. Prices subject to change without prior notice. | |

**A. INDOOR DINING HALL**

**Job Description:** [YOUR COMPANY NAME HERE] will be preparing and cooking all food in a kitchen rented by the Client along with an indoor dining hall at the Venue (the Client will be in charge of securing said venue unless requested and paid for by the Client with a minimum reservation service fee). Food will be served in FOUR (4) courses in a set-and-serve table setting. [YOUR COMPANY NAME HERE] will be providing kitchen and serving staff.

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| **ITEM** | **QUANTITY + UNIT** | **PRICE PER UNIT** | **SUBTOTAL** |
| **FOOD** | | | |
| **Soups** | **([N] choices ordered)** | | |
| 1. Mixed seafood creamy chowder | 3 extra-large bowls | Rs.75.00 | Rs.225.00 |
| 2. Mixed vegetables in spicy beef broth | 2 extra-large bowls | Rs.55.00 | Rs.110.00 |
| 3. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Appetizers** | **([N] choices ordered)** | | |
| 1. Chicken wings with assorted dips and sauces | 30 platters  (20 pcs. per platter) | Rs.35.00 | Rs.1,050.00 |
| 2. Vegetarian mini paninis with organic vegenaise spread and goat cheese siding | 20 platters  (20 pieces per platter) | Rs.25.00 | Rs.500.00 |
| 3. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Main Course** | **([N] choices ordered)** | | |
| 1. Special chef’s recipe Steamed roasted chicken stuffed with lemongrass, with honey mustard and honey lemon sauce | 75 single plates | Rs.25.00 | Rs.1,875.00 |
| 2. Classic beef stroganoff in light homemade garlic pepper cream | 75 single plates | Rs.40.00 | Rs.3,000.00 |
| 3. Vegetarian pesto soy chops with homemade garlic pepper cream dip (skim milk cream) | 50 single plates | Rs.37.00 | Rs.1,850.00 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Dessert** | **([N] choices ordered)** | | |
| 1. Classic chocolate cake with caramel syrup | 75 single slices | Rs.5.00 | Rs.375.00 |
| 2. Peach and mango pudding (coconut cream) | 50 servings | Rs.3.50 | Rs.175.00 |
| 3. Assorted dried fruit balls topped with coconut shavings | 75 servings | Rs.6.50 | Rs.487.50 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **DRINKS** | | | |
| **Non-Alcoholic Drinks and Beverages** | **([N] choices ordered)** | | |
| 1. Soda (5 variants) | 1 refillable dispenser unit | Rs.250.00 | Rs.250.00 |
| 2. Fresh Juices (5 flavors) | 10 pitchers | Rs.10.00 | Rs.100.00 |
| 3. Fresh shakes (5 flavors) | 1 shake maker package | Rs.200.00 | Rs.200.00 |
| 4. Coffee and Choco drink (hot or iced) | 1 coffeemaker package | Rs.75.00 | Rs.75.00 |
| 5. Water (complimentary) |  | FREE | FREE |
| 6. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Alcoholic Drinks** | **([N] choices ordered)** | | |
| 1. Light beer | 2 cases  (20 bottles per case) | Rs.7.50 | Rs.15.00 |
| 2. Red wine | 1 bottle | Rs.195.00 | Rs.195.00 |
| 3. White wine | 2 bottles | Rs.169.00 | Rs.338.00 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **KITCHEN UTENSILS** | | | |
| 1. Plates | 200 pcs. | Rs.1.00 | Rs.200.00 |
| 2. Silverware set (spoons, forks, knife, etc.) | 200 sets | Rs.1.75 | Rs.350.00 |
| 3. Glassware | 200 pcs. | Rs.1.00 | Rs.200.00 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **SERVICE CHARGES** | | | |
| 1. Chef/cook | 2 | Rs.150.00 | Rs.300.00 |
| 2. Servers | 5 | Rs.100.00 | Rs.500.00 |
| 3. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **SUBTOTAL** | | **Rs.[SPECIFY SUBTOTAL AMOUNT]** | |

**B. OUTDOOR POOL PARTY**

**Job Description:** [YOUR COMPANY NAME HERE] will be utilizing the same kitchen used during the indoor dining portion of the event. Food served will be mostly finger foods, hors d'oeuvres and pasta, which will be displayed at the poolside buffet. Drinks will be served in an open bar setting. Mini stand-up tables and easy chairs with minimalistic decorations will be set up. A tent will be prepared just in case of rainfall. [YOUR COMPANY NAME HERE] will be providing kitchen and serving staff. Utensils used during indoor dining will be used for the outdoor party.

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| **ITEM** | **QUANTITY + UNIT** | **PRICE PER UNIT** | **SUBTOTAL** |
| **FOOD** | | | |
| **Finger foods** | **([N] choices ordered)** | | |
| 1. Mini calzones | 10 platters (10 pcs. per platter) | Rs.15.00 | Rs.150.00 |
| 2. Deep fried cabbage and corn slices with spicy guacamole dip | 10 platters (10 pcs. per platter) | Rs.8.50 | Rs.85.00 |
| 3. Pepper and cream crab cakes | 7 platters (10 pcs. per platter | Rs.11.00 | Rs.77.00 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Hors d’oeuvres** | **([N] choices ordered)** | | |
| 1. Classic tomato bruschetta with 3-cheese layers | 6 platters (10 pcs. per platter) | Rs.12.00 | Rs.72.00 |
| 2. Deviled eggs | 6 platters (10 pcs. per platter) | Rs.6.75 | Rs.40.5 |
| 3. Mild spicy tuna croquettes | 6 platters (10 pcs. per platter) | Rs.10.00 | Rs.60.00 |
| 4. Sweet soy bean curd with goat’s milk cream and organic honey syrup | 20 servings | Rs.1.25 | Rs.25.00 |
| 5. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Pasta** | **([N] choices ordered)** | | |
| 1. Spaghetti Bolognese with tiny meatballs | 2 platters | Rs.45.00 | Rs.90.00 |
| 2. Rigatoni alfredo | 2 platters | Rs.30.00 | Rs.60.00 |
| 3. Vegetarian lasagna | 2 platters | Rs.35.00 | Rs.70.00 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **DRINKS** | | | |
| **Non-Alcoholic Drinks and Beverages** | **([N] choices ordered)** | | |
| 1. Fresh Juices (5 flavors) | 10 pitchers | Rs.10.00 | Rs.100.00 |
| 2. Fresh shakes (5 flavors) | 1 shake maker package | Rs.200.00 | Rs.200.00 |
| 3. Coffee and Choco drink (hot or iced) | 1 coffeemaker package | Rs.75.00 | Rs.75.00 |
| 4. Water (complimentary) |  | FREE | FREE |
| 5. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **Alcoholic Drinks** | NOTE: OPEN BAR SETTING | | |
| 1. Open bar (limit of 3 orders per pox) | 1 setting | Rs.3,000.00 | Rs.3,000.00 |
| **RENTALS** | | | |
| 1. Stand-up tables | 10 tables | Rs.20.00 | Rs.200.00 |
| 2. Easy chairs | 20 chairs | Rs.10.00 | Rs.200.00 |
| 3. Tent | 5 tents | Rs.15.00 | Rs.75.00 |
| 4. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **SERVICE CHARGES** | | | |
| 1. Bartenders | 5 | Rs.100.00 | Rs.500.00 |
| 2. Buffet attendants | 5 | Rs.100.00 | Rs.500.00 |
| 3. [ADD MORE AS NEEDED] |  | Rs.0.00 | Rs.0.00 |
| **SUBTOTAL** | | **Rs.[SPECIFY SUBTOTAL AMOUNT]** | |

**SUMMARY**

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| --- | --- |
| INDOOR DINING TOTAL AMOUNT | Rs.[SPECIFY SUBTOTAL AMOUNT] |
| OUTDOOR POOLSIDE TOTAL AMOUNT | Rs.[SPECIFY SUBTOTAL AMOUNT] |
| GRAND TOTAL | Rs.[SPECIFY GRAND TOTAL AMOUNT] |

Thank you for your interest!