



Event Catering Template

Company Information	
Company name	
Company website	
Point of contact	
Contact phone 1	
Contact phone 2	
Email	
Fax	

Service Details	
Overview of services	
Certificates and permits	
Requested fee	

Product Details			
Product name	Number of servings	Price per serving	Total cost



Total food cost	
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Additional expenses	Additional costs

Certifications, licenses, and permits	Issued by	Additional notes