**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** | | |  |

|  |  |
| --- | --- |
| **Additional expenses** | **Additional costs** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Certifications, licenses, and permits** | **Issued by** | **Additional notes** |
|  |  |  |
|  |  |  |
|  |  |  |

*Plan your events efficiently with* [*Plaky.com*](http://plaky.com/)