



# 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

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