

ESTIMATE

Catering estimate template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

ESTIMATE #	DATE	VALID UNTIL
_____	_____	_____
EVENT, DATE, VENUE	GUEST COUNT	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Menu: guests × per-person price		
Bar / beverage package		
Staff: servers, bartenders (hours × rate)		
Rentals, delivery, setup		
Service charge (%) / gratuity		
Deposit received (negative)		

NOTES & PAYMENT TERMS
This estimate is valid for 30 days. Final invoice may vary if the scope changes; any change will be approved in writing before work continues. Deposit of 30% due on acceptance.

Subtotal

Tax

ESTIMATED TOTAL _____