QUOTE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

PREPARED FOR

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]
Venue: [Venue address]

Quote number:	Q-0001
Date:	10/27/2026
Valid until:	11/26/2026
Event:	[Event, date]

ITEM	UNIT PRICE	QUANTITY	AMOUNT
Dinner buffet, menu B Per guest	$38.00	120	**$4,560.00**
Passed appetizers, 4 kinds Per guest	$9.00	120	**$1,080.00**
Service staff and bartenders 8 staff × 6 hours	$37.50	48	**$1,800.00**
Rentals: linens, chafers, china	$640.00	1	**$640.00**
Service charge, 20% Of food and beverage	$1,128.00	1	**$1,128.00**

NOTES/MEMO

30% deposit books the date. Final guest count due 10 days before the event. The service charge is not a gratuity.

Subtotal:	$9,208.00
Total:	**$9,208.00**