**Catering Proposal**

**Prepared by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared for**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am delighted to submit our food service catering proposal for your event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our mission is to ensure that your event is celebrated with delicious food.

Our Company has \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years history of providing catering services. We have established not only a brand name but a reputation in the market. We have been providing fine dining services since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a vast range and variety of foods and drinks. With us, you can be confident in a professional event and an everlasting smile on your guests’ faces.

Please do not hesitate to contact us should you have any inquiries about our services or the quote and terms of payment.

Contacts us at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We look forward to serving you!

Sincerely yours,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appetizers**

|  |  |  |
| --- | --- | --- |
| Appetizers | Quantity | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Main Course**

|  |  |  |
| --- | --- | --- |
| Main Course | Quantity | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Soup**

|  |  |  |
| --- | --- | --- |
| Soup | Quantity | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Rentals**

|  |  |  |
| --- | --- | --- |
| Rental | Quantity | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Payment Terms**

|  |  |
| --- | --- |
| Amount in Percent | Description |
| % | Down payment |
| % | Payment upon completion of the services |

Thank you, and sincerely yours

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_