

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
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%	Down payment
%	Payment upon completion of the services

Thank you, and sincerely yours
