**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12274&utm_source=template-word&utm_medium=content&utm_campaign=Catering+Services+Proposal-word-12274&lpa=Catering+Services+Proposal+word+12274)Catering Services   
Proposal Template**

MM/DD/YYYY

Dear [Client’s Name],

Thank you for considering [Company Name] for your catering needs. We have prepared a proposal detailing our offerings, including appetizers, main courses, and optional rentals, tailored to suit your event.

Our team is dedicated to delivering high-quality ingredients, exceptional presentation, and seamless service to ensure your event runs smoothly. Please review the enclosed details and let us know if you have any questions or require adjustments to better fit your preferences.

We look forward to the opportunity to collaborate with you.

[Your Full Name, Title/Role]

[Company Name]

**Phone | Email | Website | Additional links**

Appetizers

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Amount |
| Bruschetta | 50 | Cost per item |
| Mini Quiche | 30 | Cost per item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Main Course

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Amount |
| Grilled Salmon | 40 | Cost per item |
| Stuffed Chicken Breast | 30 | Cost per item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Soup

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Amount |
| Tomato Basil | 25 | Cost per item |
| Minestrone | 20 | Cost per item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Dessert

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Amount |
| Mini Cheesecakes | 40 | Cost per item |
| Chocolate Mousse | 30 | Cost per item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Beverages

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Amount |
| Iced Tea | 40 | Cost per item |
| Coffee | 30 | Cost per item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Rentals

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Amount |
| Table Linens | 10 | Cost per item |
| Dinnerware Set | 50 | Cost per item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Service and Staffing Options

|  |  |  |
| --- | --- | --- |
| Service Style | Staffing Needs | Staffing Details |
| Buffet | Servers, Bartenders, Chefs | Specify uniforms, dress code, special requests |
| Plated | Servers, Bartenders, Chefs | Specify uniforms, dress code, special requests |
| Family Style | Servers, Bartenders, Chefs | Specify uniforms, dress code, special requests |
| Food Stations | Servers, Bartenders, Chefs | Specify uniforms, dress code, special requests |
|  |  |  |
|  |  |  |

Pricing Breakdown

|  |  |  |
| --- | --- | --- |
| Item | Quantity | Total Amount |
| Appetizers | 10 | Overall cost |
| Main Course | 50 |  |
| Soup |  |  |
| Desserts |  |  |
| Beverages |  |  |
| Rentals |  |  |
| **Total Estimated Cost** | | Total cost |

Schedule and Timeline

|  |  |
| --- | --- |
| Setup | MM/DD/YY (0:00 PM) |
| Service Start Time | MM/DD/YY (0:00 PM) |
| Cleanup | MM/DD/YY (0:00 PM) |
|  |  |
|  |  |
|  |  |

Terms and Conditions

Include terms covering payment schedule, cancellation policy, dietary restrictions, and any client responsibilities.

*Example: A [X]% deposit is required upon approval of this proposal, with the balance due [X days] before the event. Cancellations made within [X days] of the event may incur fees. Please inform us of any dietary restrictions or allergies in advance.*

Contact Details

|  |
| --- |
| Name, Role/Position/Title |
| Phone |
| Email |
| Company Address |
| Website/Links |

|  |
| --- |
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