**[Your Catering Company Letterhead]**

**Client Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Company/Organization (if applicable) |  | | |
| Address: | City, State, ZIP Code. | | |
| Phone Number: |  | Email Address: |  |

**Event Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Event Date: |  | Event Time: |  |
| Event Location: |  | No. of Guests: |  |
| Type of Event: | [ ] Wedding | [ ] Corporate | [ ] Birthday [ ] Anniversary [ ] Other: |

**Menu Selection:**

Please select your preferred menu options. (Attach menu details if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Menu Item** | **Quantity** | **Special Requests/Notes** |
| Appetizers |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Main Course |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Desserts |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Beverages |  |  |  |

**Special Dietary Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vegetarian | Vegan | Gluten-Free | Nut-Free | Other: |

**Additional Services:**

Please select any additional services required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wait staff | Bartenders | Tableware | Linens | Setup and Cleanup |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

**Payment Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Estimated Cost: |  | Deposit Amount: |  |
| Payment Method: [ ] Credit Card [ ] Bank Transfer [ ] Check [ ] Cash | | | |

**Credit Card Information (if applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
| Cardholder's Name: |  | Card Number: |  |
| Expiration Date: |  | CVV: |  |

**Terms and Conditions:**

1. A deposit of [specific amount or percentage] is required to secure the booking.
2. Full payment must be received by [specific date or timeframe].
3. Cancellations must be made in writing and are subject to a [specific amount or percentage] cancellation fee.
4. The catering company is not responsible for any lost or damaged personal items.
5. All special requests are subject to availability and may incur additional charges.

**Agreement:**

By signing below, I/we agree to the terms and conditions outlined above and confirm the booking details provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Signature:** |  | **Date:** |  |

**For Office Use Only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Booking Taken By** | **Date Received** | **Deposit Received** | **Balance Due** |
|  |  |  |  |

**Comments:**

|  |
| --- |
|  |
|  |
|  |