

CATERER WORKSHEET

Go to www.planningaweddingtoremember.com to print out additional forms.

	<i>Estimate #1</i>	<i>Estimate #2</i>	<i>Estimate #3</i>
	Name: _____ _____	Name: _____ _____	Name: _____ _____
	Phone: _____	Phone: _____	Phone: _____
	<i>Description</i>	<i>Description</i>	<i>Description</i>
	<i>Cost</i>	<i>Cost</i>	<i>Cost</i>
FOOD Hors d'oeuvres Buffet Sit-down Wedding Cake			
BEVERAGES Open Bar Champagne/Wine Non-alcoholic			
SERVICE Waiters Bartenders Valet			
EQUIPMENT Tables Chairs Linens Tent			
DECORATIONS Flowers Candles Other			
SERVICE Waiters Bartenders Valet			
MISCELLANEOUS			
TOTAL			
GRATUITIES INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
SALES TAX INCLUDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
NUMBER OF HOURS			
OVERTIME COST per hour			
CANCELLATION Policy Fee			
DEPOSIT REQUIRED	<i>Amount</i>	<i>Date Required</i>	<i>Amount</i>
			<i>Date Required</i>
			<i>Amount</i>
			<i>Date Required</i>