Catering Proposal

Prepared by the caterer for the client. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

Here is our proposed menu and service plan for your event, prepared in our FSSAI-licensed kitchen and served by our trained team.

EVENT, DATE, GUEST COUNT AND PREFERENCES

Scope of work

- Menu as per the attached options, with live counters where chosen
- Service staff in uniform, with a captain for every 50 guests
- Crockery, cutlery, chafing dishes and buffet set-up
- Water, disposables and waste segregation on site

Plan and timeline

Phase	What you get	Typical time
Tasting	Menu tasting and finalisation	2-4 weeks before
Confirmation	Final count and timings	3 days before
Event	Set-up, service, clearing	Event day

PROPOSED START | TARGET COMPLETION

Investment

RATE PER PLATE (₹)

MINIMUM PLATES

LIVE COUNTERS (₹ EACH)

PAYMENT SCHEDULE

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- Kitchen space, water and power at the venue are provided by the client or venue.
- Prices are valid for the guest count above; large changes may change the rate.
- Alcohol service is not included.

Acceptance

By signing, the client accepts this proposal and authorises the caterer to begin. Detailed terms (confidentiality, IP, liability) follow the caterer's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS

CLIENT GSTIN

PO NO. (IF ANY)

SIGNATORY DESIGNATION

Client

SIGNATURE

PRINTED NAME

DATE

Caterer

SIGNATURE

PRINTED NAME

DATE