

# Vendor Service Proposal for Catering Services

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Email: [Client's Email]

Phone: [Client's Phone Number]

**Dear [Client's Name],**

We are pleased to present our proposal for catering services for your upcoming event on [Event Date]. At [Your Company Name], we pride ourselves on delivering exquisite culinary experiences tailored to meet your specific needs.

## **Proposed Services:**

- Menu selection: [Brief description of menu options]
- Setup and breakdown services
- Staffing: [Number of staff and positions]
- Rental services: [Any equipment or supplies included]

## **Event Details:**

Event Type: [Type of Event]

Guest Count: [Number of Guests]

Date & Time: [Event Date and Time]

Location: [Event Location]

## **Pricing:**

Total estimate: [Total Price]

This estimate includes: [List what is included in the price, e.g., food, staff, rentals]

**Next Steps:**

Upon your approval, we will require a signed agreement and a deposit of [Deposit Amount] to secure your date. Please feel free to reach out with any questions or adjustments you may require.

Thank you for considering [Your Company Name] for your catering needs. We look forward to the opportunity to serve you and make your event memorable.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email]