

How to use this template

Replace the fields in [square brackets] with your details, adapt or delete the sample line items, re-check the totals – and remove this grey box before sending.

[Your company name]

[Street and number]
[Postcode City]
[Phone] · [Email] · [Website]
VAT ID [XX000000000]

[Your logo]

Quote

Catering for your event

TO

[Client company]
[Contact person]
[Street and number]
[Postcode City]

Quote no.	Q-2026-0042
Date	19 Sep 2026
Valid until	3 Oct 2026
Your contact	[Name, phone]

Dear [Title Surname],

Thank you for your enquiry. We are pleased to submit the following quote for your event. All prices are in euros and exclude statutory VAT.

Event

DATE & TIME	VENUE	GUESTS	OCCASION
[Sat, 14 Nov 2026, 6:00 pm – 1:00 am]	[Venue, street, postcode city]	[80 guests]	[Company party]

Services and prices

NO.	SERVICE	QTY	UNIT	UNIT PRICE	VAT	TOTAL
1 Food · VAT 7 %						
1.1	Buffet “Autumn kitchen” – 3 starters, 2 mains, 2 desserts, incl. bread and butter	80	guest	€38.00	7 %	€3,040.00
1.2	Finger food for the reception – 4 pieces per guest	80	guest	€6.50	7 %	€520.00
Subtotal Food						€3,560.00
2 Drinks · VAT 19 %						
2.1	Drinks package 5 hours – water, soft drinks, beer, wine, coffee/tea	80	guest	€22.50	19 %	€1,800.00
2.2	Sparkling-wine reception – 1 glass per guest	80	glass	€4.00	19 %	€320.00
Subtotal Drinks						€2,120.00
3 Staff · VAT 19 %						
3.1	Service staff – 4 people × 7 hours (incl. buffet set-up and clearing)	28	hrs	€32.00	19 %	€896.00
3.2	On-site chef – plating and replenishing	7	hrs	€45.00	19 %	€315.00
Subtotal Staff						€1,211.00

NO.	SERVICE	QTY	UNIT	UNIT PRICE	VAT	TOTAL
4 Equipment / rentals · VAT 19 %						
4.1	Crockery, cutlery and glassware – full set per guest, incl. washing	80	guest	€3.50	19 %	€280.00
4.2	Bar tables incl. covers	10	pcs	€12.00	19 %	€120.00
<i>Subtotal Equipment / rentals</i>						€400.00
5 Delivery, set-up and dismantling · VAT 19 %						
5.1	Delivery and collection (up to 30 km)	1	flat	€150.00	19 %	€150.00
5.2	Set-up and dismantling of buffet and equipment	1	flat	€180.00	19 %	€180.00
<i>Subtotal Delivery, set-up and dismantling</i>						€330.00
Net total						€7,621.00
plus 7 % VAT (on €3,560.00)						€249.20
plus 19 % VAT (on €4,061.00)						€771.59
Total incl. VAT						€8,641.79

Note: the split into 7 % (food delivered) and 19 % (service, drinks, rentals) reflects the German catering practice shown here as an example. Check the rates that apply to your business with your tax advisor – this template is not tax advice.

Terms

Validity	This quote is valid until [3 Oct 2026]. After that date we reserve the right to adjust prices.
Deposit	[30 %] of the quoted total on order confirmation, the balance within [14 days] of invoicing.
Guest count	Please confirm the final number of guests no later than [7 days] before the event; it is the basis for invoicing. Changes of up to ±10 % are free of charge until then.
Cancellation	Free of charge up to 43 days before the event; 42–29 days: 25 %, 28–15 days: 50 %, 14–4 days: 75 %, from 3 days: 90 % of the quoted total. Third-party costs already incurred are charged in any case.
Scope	Services not listed are charged on a time-and-materials basis. Additional drinks are billed on actual consumption.
Terms & conditions	Our general terms and conditions apply.

We look forward to your event. By signing below you accept this quote as binding.

Kind regards

[Name]

[Your company name]

Place, date

Signature of client