Corporate Catering Quote

Breakfasts, lunches & meeting breaks

YOUR LOGO

Saffron Table Catering & Events
123 Business Road
Your City, ST 00000
(555) 010-2030
hello@yourcompany.com

CUSTOMER

Northbridge Consulting
Level 12 Boardroom, 200 Market St, Portland

QUOTE

No.: CAT-2026-0148
Date: 11/12/2026
Valid: 12/12/2026

JOB

Event: All-day leadership workshop
Guests: 35
Date: Thursday, Dec 10, 2026

PER-GUEST PRICING

SERVICE	QTY	RATE	AMOUNT
Continental breakfast	35 guest	$14.00	**$490.00**
Working lunch - sandwiches & salads	35 guest	$22.00	**$770.00**
Afternoon pastries & fruit	35 guest	$8.00	**$280.00**
Coffee, tea & juice (all day)	35 guest	$7.00	**$245.00**
Delivery & setup	1 event	$95.00	**$95.00**
Compostable tableware	35 guest	$1.50	**$52.50**

Subtotal	$1,932.50
Tax (8%)	$154.60
TOTAL	**$2,087.10**

DIETARY NEEDS & SERVICE

Dietary counts

- ☐ Vegetarian: 6
- ☐ Vegan: 2
- ☐ Gluten-free: 3
- ☐ Nut allergy: 1

Service

- ☐ Individually labelled boxes
- ☐ Hot drinks station all day
- ☐ Eco tableware
- ☐ Waste removed after lunch

TERMS & SIGN-OFF

- Final numbers 72 hours before the event.
- Invoice on account, payable within 14 days.
- Dietary meals individually labelled.
- Cancellation within 48 hours charged at 50%.

Customer signature

Date