

## CATERER WORKSHEET

*Go to [www.planningaweddingtoremember.com](http://www.planningaweddingtoremember.com) to print out additional forms.*

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