

Detailed Catering Order Form

Use this **detailed catering order form** sample to streamline your event planning with a clear pricing breakdown for each menu item and service. It ensures transparency and helps clients easily understand the costs involved. Customize the form to suit any catering needs and simplify the ordering process.

Event Information

Client Name	<hr/>		Contact Number	<hr/>	
Event Date	<hr/>		Event Time	<hr/>	
Event Location	<hr/>				
Number of Guests	<hr/>				

Menu Selection & Pricing Breakdown

Item	Description	Unit Price	Quantity	Total
Grilled Chicken Breast	Herb-marinated, served with roasted vegetables	\$12.00	<input type="text" value="30"/>	\$360.00
Vegetarian Lasagna	Layers of pasta, seasonal vegetables, cheese	\$10.00	<input type="text" value="10"/>	\$100.00
Garden Salad	Fresh greens, tomatoes, cucumbers, choice of dressing	\$5.00	<input type="text" value="40"/>	\$200.00
Dessert Platter	Assorted mini pastries and cookies	\$4.00	<input type="text" value="40"/>	\$160.00
Lemonade & Iced Tea	Beverage station (per guest)	\$2.50	<input type="text" value="40"/>	\$100.00
Subtotal				\$920.00
Service Charge (15%)				\$138.00
Delivery Fee				\$50.00
Grand Total				\$1,108.00

Special Instructions

Please specify dietary restrictions, timing requirements, or special requests.

Payment Terms: 50% deposit required to confirm the order. Balance due on or before event date.

Cancellation Policy: Orders cancelled less than 5 business days prior to the event are subject to a 50% cancellation fee.

[Submit Order](#)

