

# Sample Business Proposals



## Food Services Catering Sample Proposal

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Cover Letter, Title Page, Table of Contents, Client Summary, Cost Summary, Samples, Special Needs, Ingredients, Services Provided, Policies, Testimonials, Personnel, About Us, Insurance



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10/23/20XX

Raquel Alvarez  
Production Manager  
SeaStar Film Productions  
P.O. Box 7993  
Blaine, WA 98230

Dear Ms. Alvarez,

Thank you for contacting us for a bid for your company dinner party. We would be honored to be part of such an exciting event.

Riche Cuisine, Inc. has been creating and serving delicious meals and party snacks to businesses in Washington State for eight years now. We have developed a reputation for efficiency and excellence. I've enclosed a few recommendations from some of our customers so you can see what they have to say about us.

We offer a varied menu of appetizers, salads, main courses, and desserts from which you can select to individualize meals for your guests. You're in charge. Simply tell us which items you'd like, the quantity of each, and the services you want us to provide. Then we'll present you with our plan and total invoice two weeks before your event for your final approval.

We handle food preparation, setup, and cleanup for you, so you can just enjoy the party!

Sincerely,

Allana Riche  
Owner  
Riche Cuisine, Inc.  
555-500-1205  
ariche@richcuisineinc.com  
www.richecuisineinc.com

Riche Cuisine, Inc.  
13562 W. Knight  
Blvd.  
Ferndale, WA 98248

(PH) 555-500-1205  
(FX) 555-500-1206  
[www.richecuisineinc.com](http://www.richecuisineinc.com)

10/23/20XX



## Estimate

### Food Services and Event Catering

Prepared for: Raquel Alvarez  
Production Manager

Prepared by: Allana Riche  
Owner



## Description

We would be happy to cater your company party!

Riche Cuisine, Inc. is well known in the area for providing creative and delicious meals for special occasions. We offer a variety of menus from which SeaStar Film Productions can choose for the occasion.



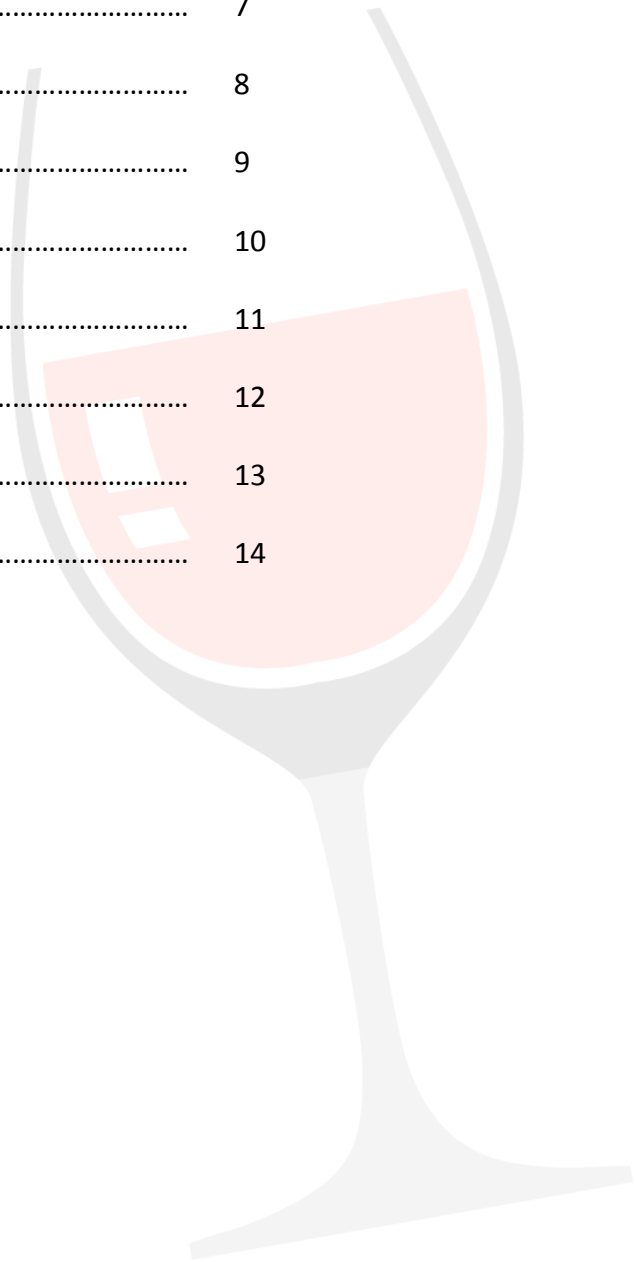
[www.RicheCuisineInc.com](http://www.RicheCuisineInc.com)

Proposal Number: SSFP5



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# Client Summary

## The Objective...

SeaStar Film Productions is located in Blaine, WA and wants to host a dinner party for their staff at their office space.

- Y **Need #1:** Great food, tables, and place settings
- Y **Need #2:** Open bar with bartending service
- Y **Need #3:** Delivery, setup, and cleanup services for the evening

## The Solution...

Riche Cuisine, Inc. is well known in the area for providing creative and delicious meals for special occasions. offers a variety of menus from which SeaStar Film Productions can choose for the occasion.

- Y **Recommendation #1:** SeaStar Film Productions can choose from the attached menu and order the exact number and type of meals they want from Riche Cuisine, Inc.
- Y **Recommendation #2:** Riche Cuisine, Inc. will deliver and set up the tables and serve meals to the attendees, and set up and staff a full-service bar for the evening.
- Y **Recommendation #3:** Riche Cuisine, Inc. will remove all furniture, meal items, and trash, leaving the premises in their original condition.





# Cost Summary

Please select from the following menu items. We will present you with the final invoice two weeks before your event.

## Appetizers

<i>Qty</i>	<i>Description</i>	<i>Price</i>	<i>Ext. Price</i>	<i>Item Notes</i>
25	Bacon-wrapped Prawns	\$4.99	\$124.75	
25	Savory Puff Cheese Pastry	\$3.99	\$99.75	
25	Bruschetta with Mozzarella, Tomato and Basil	\$3.99	\$99.75	
<b>Total:</b>			<b>\$324.25</b>	

## Salads

<i>Qty</i>	<i>Description</i>	<i>Price</i>	<i>Ext. Price</i>	<i>Item Notes</i>
14	Spinach Salad	\$3.99	\$55.86	<i>Fresh spinach, dried cranberries, walnuts, and gorgonzola in cranberry-walnut vinaigrette</i>
20	Garden Salad	\$2.99	\$59.80	<i>Fresh baby greens, cherry tomatoes, carrots and cucumbers in a creamy buttermilk dressing</i>
13	Caesar Salad	\$2.99	\$38.87	<i>Fresh romaine leaves in a classic Caesar dressing</i>
<b>Total:</b>			<b>\$154.53</b>	



## Main Courses

<i>Qty</i>	<i>Description</i>	<i>Price</i>	<i>Ext. Price</i>	<i>Item Notes</i>
20	The Californian	\$23.99	\$479.80	Herbed chicken breast, wild rice pilaf, steamed vegetable medley
10	The Vegan	\$21.99	\$219.90	Pasta in olive oil garlic sauce with spring mushrooms, steamed vegetable medley
17	The Italian	\$21.99	\$373.83	Fresh manicotti with ricotta in herbed tomato sauce, steamed vegetable medley
<b>Total:</b>			<b>\$1,073.53</b>	

## Desserts

<i>Qty</i>	<i>Description</i>	<i>Price</i>	<i>Ext. Price</i>	<i>Item Notes</i>
15	Fruit tart with crème fraiche	\$3.99	\$59.85	
15	Poached pears in Marsala sauce	\$2.99	\$44.85	
17	Chocolate cake in raspberry sauce	\$3.99	\$67.83	
<b>Total:</b>			<b>\$172.53</b>	

## Open Bar

<i>Qty</i>	<i>Description</i>	<i>Price</i>	<i>Ext. Price</i>	<i>Item Notes</i>
47	Wine, beer, rum, vodka and tequila mixes	\$7.99	\$375.53	
<b>Total:</b>			<b>\$375.53</b>	



# Event Services

Qty	Description	Price	Ext. Price	Item Notes
3	Bartender for 6 hours	\$175.00	\$525.00	One bartender per 12 guests suggested
1	Event Logistics	\$495.00	\$495.00	Delivery, setup, and removal of all necessary furniture and tableware, food, and decorations, including trash removal for 6-hour event for 25-50 guests
<b>Total:</b>			<b>\$1,020.00</b>	

Total Estimate for Event: \$3,120.37

**Standard Disclaimer:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.





Of course you can sample our menu items in advance! Please schedule a complimentary tasting at our office/kitchen between 10 am and 5pm Monday thru Friday.

If for some reason you cannot come to our office, we will bring our samples to your location at a time you specify for a one-time service fee of \$25. Enough samples are included for three people to have a taste of each item.

Whether you come to us or we come to you, we offer the following sample trays for your tasting pleasure:

Y **Appetizer Sample Tray**

This includes samples of our Bacon-Wrapped Prawns, Savory Puff Cheese Pastries, and Bruschetta with Mozzarella, Tomato, and Basil.

Y **Salad Sample Tray**

This includes samples of our Spinach Salad, Garden Salad, and our Caesar Salad.

Y **Main Course Sample Tray**

This includes samples of our Herbed Chicken Breast, Manicotti with Tomato Sauce, Pasta with Fresh Mushrooms, and our Steamed Vegetable Medley.

Y **Dessert Sample Tray**

This includes samples of our Fruit Tart with Crème Fraiche, Poached Pears in Marsala Sauce, and our Chocolate Cake in Raspberry Sauce.

Y **Savory Party Platter Sample Tray**

This includes samples of our Cheese Parade, our Fresh Rolls and Flatbreads, and our Sushi offerings.

Y **Sweet Party Platter Sample Tray**

This includes samples of our Chocolate Collection, our Fruit Smorgasbord, and our Pastry Favorites.





Will your event include guests with special dietary needs, such as vegetarians, vegans, diabetics, or people with allergies? No problem! Just let us know so we can make appropriate suggestions for your menu. We can also provide a list of ingredients for each dish, tastefully presented so that you can place a card beside each item on your table and thus allow your guests to check for themselves.

We want everyone to have a great time at your function. Below are just a few categories of consumers we are accustomed to serving. We also welcome your suggestions and your recipes!

#### **Y Diabetic Guests**

Diabetics generally need complex carbohydrates that will metabolize slowly, as well as items with no sugar or very low sugar content. As well as our traditional meat, seafood, and vegetable dishes, consider our whole-grain pasta or our whole-grain pizza with no-sugar-added tomato sauce, and our breads, carrot cake, and cobblers made with whole grains and sugar substitute instead of sugar.

#### **Y Guests on a Gluten-Free Diet**

Simply let us know that you wish to accommodate these guests, and we will not add thickeners containing gluten to any meat, seafood, or vegetable dish. In addition, we can make many of our breads and desserts with rice flour, potato starch, and tapioca flours.

#### **Y Guests with Allergies**

The most common allergies to food are wheat, nuts, tree nuts, fish, shellfish, soy, eggs, and dairy products. We can prepare foods and adapt recipes so that none of these ingredients are included.

#### **Y Vegan and Vegetarian Guests**

Our chefs at Riche Cuisine are accustomed to creating succulent vegetarian dishes; these are among our specialties. Most of our vegetarian dishes do not include dairy products, but we can easily label those that do for our vegan customers. Many of our vegetable dishes are favorites of vegans, vegetarians, and omnivores alike—be sure to try our seed-encrusted lentil patties and our wide variety of potato dishes!

We pride ourselves on creating gourmet cuisine for everyone. We want all of your guests to enjoy our food!





At Riche Cuisine, we make all our dishes from scratch, so you can trust us to use only the freshest ingredients. Whenever it's possible, we use organic foods in our menu items. We also try to buy from local growers at every opportunity; we're proud to be part of the "Buy Local" trend that supports local businesses and reduces transportation costs and carbon footprints.

You will never find suspicious 'filler' ingredients imported from China in any of our dishes. The only imported ingredients we use are the incredible spices, flavorings, and grains that come from all parts of the world. We don't use food dyes or preservatives.

We are happy to provide a complete list of ingredients for any dish, printed on a stand-up card for display on a buffet. Simply ask for ingredients display cards when you finalize your catering menu with us.

We can also accommodate special diets. See the Special Needs page for more information.





# S A M P L E

This sample has been truncated to only show the first few pages. The complete version of this sample is included with Proposal Kit Professional or Proposal Pack at:

<http://www.proposalkit.com/htm/products.htm>