Your business name

PROPOSAL

Address

Phone / email

License #

No.

Date

Proposal valid until

PREPARED FOR

PROJECT / JOB SITE

EVENT OVERVIEW

PROGRAM

INCLUDED

DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
Venue rental - riverside hall, 5 hours		ea		
Catering - buffet dinner		guest		
Bar package - beer, wine, soft drinks		guest		
DJ and sound system		ea		
Decor and lighting		lot		
Event planning and coordination		job		

Payment terms

Notes

Subtotal

Sales tax (taxable lines only)

TOTAL (USD)

By signing below, the customer accepts this proposal, including the prices and terms above.

Signature

Printed name and title

Date