Klarstig

Procurement Nonprofit Catering Quote

Prepare a quote for a defined scope of work. Record the deliverables, pricing basis, exclusions and acceptance conditions before sending the quote to the customer.

Contact and reference

Organization using this document

Your name or contact reference *

Email for a reply if needed

Information for this document

Supplier or service provider *

Customer or recipient *

Included work and deliverables *

Number of quoted units *

Unit description *

Price per unit *

Additional quoted charges

Currency *

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ CAD
- ☐ Other

Other currency code if selected

Quote valid until *

Taxes exclusions payment and delivery terms *

Specific details

Service date venue and guest count

Complete when relevant to this request.

Menu serving format dietary needs and setup requirements

Operating context

Mission program or community served

Complete when relevant to this request.

Participation funding restrictions volunteer needs and reporting context

Team specific details

Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Specifications alternatives approval limits and delivery requirements

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- Some questions become required only after certain answers. The printable version shows every question.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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