Klarstig

Procurement Nonprofit Catering Quote

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

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
Maple Street Community Center

Your name or contact reference *
Alex Rivera

Email for a reply if needed
alex.rivera@example.com

Information for this document

Supplier or service provider *
Operations

Customer or recipient *
(Short answer - not filled in for this example)

Included work and deliverables *
Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

Number of quoted units *
3

Unit description *
(Short answer - not filled in for this example)

Price per unit *
250

Additional quoted charges
250

Currency *
USD

Other currency code if selected
REF-2026-0151

Quote valid until *

November 14, 2026

Taxes exclusions payment and delivery terms *

(Free-text answer - not filled in for this example)

Specific details

Service date venue and guest count

Complete when relevant to this request.

November 14, 2026

Menu serving format dietary needs and setup requirements

Vegetarian; mild peanut allergy.

Operating context

Mission program or community served

Complete when relevant to this request.

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

Participation funding restrictions volunteer needs and reporting context

(Free-text answer - not filled in for this example)

Team specific details

Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Operations

Specifications alternatives approval limits and delivery requirements

(Free-text answer - not filled in for this example)

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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