CATERWOO / FREE RESTAURANT OPERATING TOOL

Catering pricing worksheet

Internal planning sheet - not a customer invoice or a profit guarantee.

Use one currency throughout. Record whole-order amounts unless labelled otherwise.

1 Quote facts

CUSTOMER / EVENT / ORDER REFERENCE	GUEST COUNT	DATE / CURRENCY

2 Internal costs - whole order

Food cost	
Prep, packing and event labor	
Packaging and disposables	
Internal delivery cost	
Rentals and equipment	
Allocated overhead / other costs	
Total entered costs (C)	

Avoid counting the same labor or overhead twice. Internal delivery cost is not a customer charge.

3 Planning quote and margin

TARGET MARGIN AFTER ENTERED COSTS (%)	PLANNING QUOTE BEFORE SEPARATE CHARGES / TAX (P)

P = C / (1 - margin / 100). Round the quote up to 0.01 if using two decimal places.

Margin (%) = (P - C) / P x 100. Amount remaining = P - C; this is not net profit.

Fictional example: C = 200, margin = 25% gives P = 266.67. A 25% markup gives 250 instead.

4 Customer quote adjustments and payment record

SEPARATE AGREED CHARGES	DISCOUNT / APPLICABLE TAX	FINAL CUSTOMER TOTAL

DEPOSIT REQUESTED	PAYMENTS ACTUALLY RECEIVED	REMAINING BALANCE

Payments reduce the balance, not the quoted price. Discounts and fees can change the final margin.

No automatic tax, tips, service charges or percentage-of-sales fees. Include applicable costs and verify policies.