



543 High Street  
BRADCON NT 6787

16 October 2012

Mr John Williams  
41 Smith Street  
YADONGA NT 6789

Dear Mr Williams

**Re: Quotation for Function on 17 December 2012**

I am pleased to offer you the enclosed quotation for your company's Christmas party on 17 December 2012 and to inform you that your chosen venue is available.

The catering price of \$75.00 per person is based on a minimum of 50 guests.

The above price includes all food service requirements, tables, tablecloths, chairs, and wait staff. It does not include the cost of glassware, alcohol, bar staff, decorations or venue hire.

Please contact me if further information is required.

I look forward to catering for your function.

Yours sincerely

Bill Jackson  
Catering Creations  
Phone: 123 4567 890

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