



EventPro Software (Standard)
 105 - 15 Innovation Blvd.
 Saskatoon, SK S7N 2X8
 Phone: 306-975-3737 Fax: 306-975-3739

Quote Sheet Annual Meeting

Event Name: Annual Meeting
Event Status: TENTATIVE
Client Name: Society for the Preservation of History
Client Code: SPH34

Booking No.: 48
Contract No.: 00048SPH
Sales Rep.: Rick Thorpe
Contact: Jeffrey Hall
Office: 555-556-7789
Direct:
Email: YourEmail@here.com13

Purchase Order:
Address: 175 Queen Street
 Turnham SK S7J 4R4
 Canada

Cellular:
Fax: 555-888-5567

Friday, August 14, 2009

Location: Diamond Salon

From - To	Function Setup	#	Status	Price	Tax
8:00 AM - 6:00 PM	Annual Meeting	175	TENTATIVE	\$2,050.00	FS
9:00 AM - 5:00 PM	Theatre		Discount:	\$308.00	

Catering Information

From	To	Description	Quantity	Price	Total	Tax
10:30 AM	11:00 PM	Deluxe Served Coffee Break, min. 15	175	\$7.25	\$1,268.75	FSG

Audio/Visual

From	To	Description	Quantity	Price	Total	Tax
8:00 AM	6:00 PM	Digital Projector and Screen (Brightness 3000 ANSI)	1	\$175.00	\$175.00	FS
8:00 AM	6:00 PM	Amplifier Portable	1	\$250.00	\$250.00	FS

Setup Equipment

From	To	Description	Quantity	Price	Total	Tax
8:00 AM	6:00 PM	Easel Flip Chart	1			FS

Packages

From	To	Description	Quantity	Price	Total	Tax
8:00 AM	6:00 PM	Typical setup for meeting: tables, chairs, setup staff	1			

Setup Equipment

From	To	Description	Quantity	Price	Total	Tax
8:00 AM	6:00 PM	Table Rectangular 8' X 30" - seats 8	22			FS
8:00 AM	6:00 PM	Stackable upholstered chairs, metal frame	175			FS

Operational Labor

From	To	Description	Location	Hours	Quantity	Price	Total	Tax
8:00 AM	9:00 AM	Setup Crew	Diamond Salon	1	1	\$13.00	\$13.00	FS
5:00 PM	6:00 PM	Takedown Crew	Diamond Salon	1	1	\$13.00	\$13.00	FS

Operational Labor

From	To	Description	Location	Hours	Quantity	Price	Total	Tax
10:00 AM	11:00 AM	Banquet Servers	Diamond Salon	1	2	\$17.00	\$34.00	FS

Quote Sheet

Annual Meeting

Location Sub Total:	\$2,050.00
Audio/Visual:	\$425.00
Setup Sub Total:	\$425.00
Operational Labor:	\$60.00
Staffing Sub Total:	\$60.00
Catering Sub Total:	\$1,268.75
Total:	\$3,803.75
Discount:	\$308.00
Sub Total:	\$3,495.75
FED:	\$186.21
STATE:	\$174.79
GRAT:	\$228.38
LIQ:	\$0.00
Total Tax In:	\$4,085.13
Less Payments:	\$0.00
Balance:	\$4,085.13