Hello,

My name is **Dipesh** and I am considering your catering for my **Wedding Reception**. Here are my details:

No of Guests: **100 - 120 Approx. [Need to confirm]**

Venue: **TBD [Northern Virginia]**

Date: **3rd May, 2014**

Time: **5 PM – 12 PM**

Food: **Indian Item**

Could you kindly provide us with the below information:

1. Cost Per Person:
2. Catering Menu Link
3. Food Tasting:
4. By when do we need to confirm?
5. Do you provide Bar Service?
6. Any venues you recommend
7. Do you provide plates, silverware, napkins and glasses?

Also please mention any additional charges that may apply like **Delivery Fee, Gratuity** etc. You can reply back to this email or please contact me at my below number.

Thanking You,

**Dipesh Shrestha**

Cell No: **7034743747**

Email: **dipesh38@hotmail.com**