

Hospitality Service Cost Breakdown

Service Item	Description	Unit Cost	Quantity	Total Cost
Room Accommodation	Deluxe Single Room per Night	\$120	3	\$360
Catering	Buffet Dinner per Person	\$35	15	\$525
Conference Room Rental	Large Conference Hall, 8 hrs	\$250	1	\$250
Audio-Visual Equipment	Projector, Microphone, Speakers	\$80	1	\$80
Transportation	Shuttle Service for Guests	\$50	2	\$100
Grand Total				\$1,315

Additional Notes