|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [COMPANY NAME AND LOGO] |  |  |  |  |  |
| [COMPANY ADDRESS] |  |  |  |  |  |  |
| [COMPANY WEBSITE LINK] |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Catering Order Form** |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Order No.:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Customer Information** |
| Name: |  |
| Contact Number: |  |
| Address: |  |
|  |  |  |  |  |  |  |  |
| **Event Details** |
| Date: |   |
| Duration: |   | Time: |   |
| Location: |   |
| No. of People: |   |
|  |  |  |  |  |  |  |  |
| **Description Of Event** |
|   |
|   |
|  |  |  |  |  |  |  |  |
| **Menu Details** |  |  |  |  |  |  |
| **Menu Item** | **Qty** | **Unit Price** | **Amount** |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|   |   |   |  |
|  |  | **Total** | **$0.00** |
|  |  |  |  |  |  |  |  |
| Note: We request a minimum of ten (10) working days’ notice on all catering orders to give us time to place food orders through our vendors. We will attempt to accommodate orders with less than 10 working days’ notice, but we cannot guarantee the service, and there will be a surcharge of 10%. |
|   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
| **Billing Information** |
| Name: |   |
| Address: |   |
| Total Cost: |   | Phone: |   |