

Catering Services Order Form. DKIT

Date : _____
(Today's date)

Department : _____
(To be invoiced)

Ordered by : _____

Sub account code : _____

Contact No : _____

Date Catering is Required: _____

Time Catering is Required: _____

Location of Event: _____

Pricing will be completed by Catering Manager

Qty	Food Requirements	Unit price	Total Price

Name & Full Details of Function that is being Catering for is required :

Note:

1. At least 2 days minimum notice is required to place your order with the canteen.
notice of 24 hours must be given to cancell an order.
2. No Order will be processed unless official order form is received by Canteen Manager.
3. All sections of the order form must be completed in FULL, otherwise the form will be deemed invalid
& catering will not be provided.
- 4 In the intrest of food safety please confume food items within 2 hours of delivery

Signed : _____