

## 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 :** \_\_\_\_\_