**Catering Request Order Form**

## **CUSTOMER INFORMATION**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Event Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **DELIVERY OR PICKUP DETAILS**

**☐ Delivery to Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
☐ Pickup from Restaurant  
☐ On-Site Catering Service**

## **ORDER DETAILS**

| **Quantity** | **Menu Item** | **Special Instructions** | **Price** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **PAYMENT INFORMATION**

**☐ Cash ☐ Credit/Debit Card ☐ Online Transfer  
☐ Deposit Paid: $\_\_\_\_\_\_\_\_ ☐ Balance Due Upon Delivery**

**Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**