

# Catering Order Form Template Word

## CATERING DETAILS

Business/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Delivery or Pickup Date: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

## EVENT DETAILS

- Corporate Event
- Wedding Reception
- Private Party
- Other: \_\_\_\_\_

Event Location: \_\_\_\_\_

Number of Expected Guests: \_\_\_\_\_

## MENU SELECTION

Appetizers: \_\_\_\_\_

Main Course: \_\_\_\_\_

Desserts: \_\_\_\_\_

Beverages: \_\_\_\_\_

## SPECIAL REQUESTS

- Vegan Options
- Gluten-Free Menu

**Nut-Free Menu**

**Other Dietary Restrictions:** \_\_\_\_\_

**PAYMENT INFORMATION**

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

**Deposit Amount: \$** \_\_\_\_\_

**Balance Due on [Date]**

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