**Catering Order Intake Form**

## **CUSTOMER INFORMATION**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **EVENT DETAILS**

**Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **MENU ORDER**

| **Quantity** | **Item** | **Special Instructions** | **Price** |
| --- | --- | --- | --- |
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## **PAYMENT INFORMATION**

**Subtotal: $\_\_\_\_\_\_\_\_\_  
Service Charge: $\_\_\_\_\_\_\_\_\_  
Total Amount Due: $\_\_\_\_\_\_\_\_\_**

**☐ Cash ☐ Card ☐ Online Payment**

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