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

PAYMENT INFORMATION

Subtotal: $_____

Service Charge: $_____

Total Amount Due: $_____

☐ **Cash** ☐ **Card** ☐ **Online Payment**

Customer Signature: _____ Date: _____