**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** |
| --- | --- | --- | --- |
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**Total Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **PAYMENT INFORMATION**

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

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