



## Catering Services Order Form.

*Internal Orders only*

**Date :** \_\_\_\_\_  
*(Today's date)*

**Department :** \_\_\_\_\_  
*(To be invoiced)*

**Ordered by :** \_\_\_\_\_

**Sub account code :** \_\_\_\_\_

**Contact No :** \_\_\_\_\_

**Date Catering is Required:** \_\_\_\_\_

**Time Catering is Required:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_  
*Subject to approval of Catering Manager*

*Pricing will be completed by Catering Manager*

Qty	Food Requirements	Unit price	Total Price

**Name & Full Details of Function that is being Catering for is required :**

\_\_\_\_\_

**Note:**

1. At least 2 days minimum notice is required to place your order with the canteen.
2. No Order will be processed unless official order form is received by Canteen Manager.
3. All sections of the order form must be completed in FULL, otherwise the form will be deemed invalid & catering will not be provided.
- 4 Due To Food Safety All Food Must Be Consumed Immediately

**Signed :** \_\_\_\_\_