

**Contact Information:**

**Delivery Information:**

Name: _____	Building Name: _____
Company: _____	Address: _____
Office Number: _____	Floor: _____
Fax Number: _____	Contact Person: _____
Cell Number: _____	Phone Number: _____
Email: _____	Guest Count: _____
	Date: _____
	Delivery Time: _____ am/pm
	Eating Time: _____ am/pm

**Important Notice:**

We will contact you with a confirmation call. If you have not received confirmation, consider fax as invalid and not received.

**Catering Request:**

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**Beverages:**

Juice:\_\_\_ Water:\_\_\_ Pop:\_\_\_ Coffee:\_\_\_ Tea:\_\_\_

**Disposables Required:**

Napkin  Fork  Knife  Spoon  Plate  Bowl  Cups

**Special Instructions:**

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**Methods of Payment:**

Cash  Company Account  Visa  MasterCard  American Express

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature: \_\_\_\_\_

Under no circumstances should a client send us credit card information via unencrypted email.