

Organization name & Address					
Telephone number/ Fax					
Email;					
Date;					
Room Booked;					
Approx numbers:					
Package	numbers	TIMES AM	numbers	TIMES PM	
Refresh 1					
Refresh 2					
Refresh 3					
Pot Tea					
Pot Coffee					
Jug Orange Juice					
Large still Water					
Large Sparkling Water					
Lunch Packages					
Working Lunch 1					
Working Lunch 2					
Hot buffet					
Cold Buffet Med					
Cold Buffet Indonesian					
Cold Buffet Italian					
Cold Buffet Greek					
Nibbles					
Nibbles Plus					
Canapés veg					
Canapés					
Biscuit tray					
Fruit Basket					
Special requirements	How Many	Special requirements	How Many	Special requirements	How Many
Vegetarians		Dairy free		Halal	
Vegans		Gluten free		Other-specify	
Total Price of Catering Excluding VAT: £					
Further Information:					