



## ECU Catering Order Form

### CLIENT DETAILS:

Date:

Name:

Department:

Building Number:

Room No:

Phone:

Fax:

E-mail:

### EVENT INFORMATION

Date \_\_\_\_\_ Day \_\_\_\_\_

Location \_\_\_\_\_

Type of Event \_\_\_\_\_

Required Time of Arrival of Food \_\_\_\_\_

Time of Collection of Equipment \_\_\_\_\_

### GUEST INFORMATION

Number of Guests \_\_\_\_\_

Date for Final Guest Numbers to be confirmed 2 days prior to function

### MENU INFORMATION

Menu Type:  Full-Service  Buffet Menu Theme  Cocktail Function

Others (Please specify) \_\_\_\_\_

Menu Selections:

Additional Requirements:

### ACCESSORY DETAILS (check all that apply)

Linen: \_\_\_\_\_

Plates: \_\_\_\_\_

Cutlery: \_\_\_\_\_

Tables (6 Ft each): \_\_\_\_\_

Glassware: \_\_\_\_\_

Please fax (9370 6084) or e-mail order form (info@chatter-box) to us.

We will confirm total order cost once we receive the order form.