

Buffet request example

Contact Name Tim Johnson	Telephone No: 01234 567891
Company name ~ if business The Lunch Company	Company reference No ~ if required for an invoice PO 247
Invoice address ~ if relevant or different from delivery 87 Barnehurst road Bexleyheath DA7 6HD	Date of delivery 14th Feb
Time of delivery 1230	Location of delivery 101 Thames road Crayford

Number of people to cater for 30			
Chef use	Menu or item	Any special requests	Chef use Tick when complete
	Business class		
	Tea and coffee	With real cups	
	Fruit basket	Without oranges	
Chef to check with driver		Amount of platters	
		Amount of drinks	
		Plates, cups & serviettes	