

Hope Catering Order/Confirmation Form

Order Details

Customer Name		Purchase Order/Ref	
Contact		Email address	
Address (for delivery)		Telephone	
Postcode		Date order placed	
Date of event		Order requested via	
		Approx.delivery time	
		Instructions	

Chef's Selection

	£	Qty	Total £
Budget per head			£ -
or budget for the event			£ -

Special Requirements/Notes

Menu Packages

	£/head	Qty	Total £
Standard	£ 5.95		£ -
Executive	£ 7.95		£ -
Deluxe	£ 9.95		£ -
Fork buffet from	£ 6.95		£ -

Sandwich preferences(if any)

Buffet option preferences (if any)

Additional Extras

	£/head	Qty	Total £
Cheese platter	£ 2.00		£ -
Fruit platter/fruit kebabs	£ 1.50		£ -
Kettle crisps	£ 0.50		£ -
Fruit Juice/bottle water	£ 1.00		£ -
Illey coffee/ tea/fruit teas	£ 1.50		£ -
selection of biscuits	£ 0.50		£ -
Slice homebaked cake	£ 1.50		£ -
Mini Cakes/traybakes selection	£ 2.00		£ -

Notes/Special requests

Note : You can vary the quantity of extras required (as compared with the main buffet quantity), min order of 5
eg. 10 main buffets, 5 servings of cheese platter, 5 servings of fruit

Do you require :

	£/item	Qty	Total £
Plates, disposable	foc		
Cups, disposable	foc		
Napkins	foc		
Crockery & glasses	£ 0.50		£ -

Costing Summary

Buffet costs	£	-
Additional Extras	£	-
	£	-
SUB TOTAL	£	-
Vat applicable 20%	£	-
TOTAL COST	£	-

Equipment supplied

	delivered	return
Black flats & covers		
Marble cheese boards		
White bowls		
White crockery plates		
Jugs		
White china platters/dishes		
Ramekins		
china cups /saucers		
Glasses		

A charge will apply for none returned items

Other equipment :

PLEASE RETURN ITEMS CLEAN
WE WILL ARRANGE PICK UP TIME

Minimum order of 10 heads
MINIMUM 50 HEADS

MON-FRI 9-5pm
OUT OF HOURS & WEEKENDS