

CATERING JOB ORDER

THIS FORM IS **REQUIRED** FOR RESERVATION. FILL OUT AND SIGN THIS FORM, THEN SIGN AND DATE THE **TERMS AND CONDITIONS** FORM. RETURN BOTH FORMS ALONG WITH THE **MENU** IMMEDIATELY TO *Ma. Lina CATERING* OR FAX TO (032)261-8877

CATER DATE:	MEAL TIME:	EVENT (WEDDING, BIRTHDAY, ANNIVERSARY, GRADUATION, MEETING, ETC.):	SIX MAIN COURSES: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____
No. OF HEADS:	CUSTOMER NAME / NAME OF REPRESENTATIVE:		
TELEPHONES (INCLUDE CELL PHONE AND FAX NUMBERS IF AVAILABLE):		TABLECLOTH COLOR MOTIF:	DESSERT ITEM: 1) _____ <i>For reservations of 60 heads and above:</i> Free Course 1) _____ Plus: PICK ONLY ONE FROM THE FOLLOWING: <input type="radio"/> Free use of chair covers and free floral centerpiece OR <input type="radio"/> Free Course 2) _____
VENUE (ADDRESS, DESCRIPTION, LANDMARKS, LOCATING INSTRUCTIONS, ETC., DRAW MAP <u>ON BACK</u> IF APPLICABLE):			EXTRA FOOD ORDERS (OPTIONAL): _____ _____ _____
<p>NOTE: ONE ROUND OF DRINKS IS MOSTLY NEVER ENOUGH IN ANY PARTY. THERE WILL ALWAYS BE GUESTS DRINKING MORE THAN ONE BOTTLE SOFTDRINK. FOR YOUR CONVENIENCE, IF EXTRA DRINKS ARE REQUESTED, ONLY OPENED BOTTLES ARE CHARGED, AND ARE CHARGED ONLY AT THE PREVAILING STORE PRICE.</p> <p>Do you accept charges of ₱10.00 per extra drink opened after the one round of free softdrinks is consumed?</p> <p style="margin-left: 20px;">QUANTITY: _____</p> <p><input type="checkbox"/> YES, please bring extra _____ <input type="checkbox"/> BOTTLES <input type="checkbox"/> CASES (24 bottles per case)</p> <p><input type="checkbox"/> NO, do not bring extra softdrinks. Customer is responsible for responding to their guests' request for extra drinks after the one round of included drinks is consumed. Customer may provide own extra drinks, extra ice/cooler, extra drinking glasses, etc. Caterer will not be providing these extra items.</p>			
NOTES & SPECIAL INSTRUCTIONS (VIP SEATING FOR WEDDINGS OR RESERVATIONS OF 80 PERSONS AND ABOVE, CAKE/GIFT TABLES, CHILDREN'S CHAIRS, SEAT COVERS, ICED TEA WITH DISPENSER, OTHER REQUIREMENTS i.e. NO PORK / NO SHRIMP / NO SOFTDRINKS WITH CAFFEIN, ETC):			

We suggest for your peace of mind that you call us to confirm your reservation on the morning of your cater date

X _____
SIGNATURE OF CUSTOMER OR REPRESENTATIVE:

DO NOT FILL THE BLOCKS BELOW THIS LINE / STAFF USE ONLY

DEPOSIT AMOUNT				<p>OTHER CHARGES</p> <input type="checkbox"/> USE OF MA. LINA CATERING FUNCTION ROOM AS VENUE: ₱ 2000 <input type="checkbox"/> EXTRA MENU ITEMS ₱ _____ <input type="checkbox"/> DELIVERY FEE: <input type="checkbox"/> ₱ 300.00 (Consolacion to Compostela, Mactan Island, Minglanilla to Naga, Plaza Housing to Villa del Rio) <input type="checkbox"/> ₱ 600.00 San Fernando <input type="checkbox"/> ₱ 800.00 Poblacion Carcar <input type="checkbox"/> EXTRA SOFTDRINKS <input type="checkbox"/> SEAT COVERS ₱10 PER SEAT X _____ SEATS = ₱ _____ <input type="checkbox"/> PORTERAGE ₱500.00 (INACCESSIBLE BY COMMERCIAL VEHICLE OR BEYOND 3RD FLOOR OF BUILDINGS WITHOUT ACCESS TO ELEVATORS BY CATERER)
DATE PAID				
RECEIPT NUMBER	<input type="checkbox"/> CS <input type="checkbox"/> OR	<input type="checkbox"/> CS <input type="checkbox"/> OR	<input type="checkbox"/> CS <input type="checkbox"/> OR	
BOOKED BY:	DATE BOOKED:		DATE CONFIRMED:	