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..):

No. OF HEADS:	CUSTOMER NAME / NAME OF REPRESENTATIVE:

TELEPHONES (INCLUDE CELL PHONE AND FAX NUMBERS IF AVAILABLE):	TABLECLOTH COLOR MOTIF:

VENUE (ADDRESS, DESCRIPTION, LANDMARKS, LOCATING INSTRUCTIONS, ETC., DRAW MAP ***ON BACK*** IF APPLICABLE):

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***.

*Do you accept charges of ₱10.00 per extra drink **opened** after the one round of free softdrinks is consumed?*

☐ **YES**, please bring extra _____ QUANTITY: ☐ BOTTLES ☐ CASES (24 bottles per case)

☐ **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.

MAIN COURSES:

1) _____

2) _____

3) _____

4) _____

5) _____

DESSERT ITEM:

_____

For reservations of 50 heads and above):

6) _____

***For reservations of 60 heads and above please pick one of the following*:**

❍ Free use of chair covers and free floral centerpiece OR

❍ Free Course _____

EXTRA FOOD ORDERS (*OPTIONAL*):

_____

_____

_____

_____

_____

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

_____

SIGNATURE OF CUSTOMER OR REPRESENTATIVE:

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

DEPOSIT AMOUNT			
DATE PAID			
RECEIPT NUMBER	☐CS ☐OR	☐CS ☐OR	☐CS ☐OR

BOOKED BY:	DATE BOOKED:
	DATE CONFIRMED:

OTHER CHARGES

☐ USE OF MA. LINA CATERING FUNCTION ROOM AS VENUE: ₱ 2000

☐ EXTRA MENU ITEMS ₱ _____

☐ DELIVERY FEE:

- ☐ ₱ 300.00 Consolacion, Minglanilla, Plaza Housing to Villa del Rio
- ☐ ₱ 500.00 Mactan Island, Compostela, Naga
- ☐ ₱ 800.00 San Fernando
- ☐ ₱ 1200.00 Poblacion Carcar

☐ EXTRA SOFTDRINKS

☐ SEAT COVERS ₱15 PER SEAT X _____ SEATS = ₱ _____

☐ PORTERAGE ₱500.00 (INACCESSIBLE BY COMMERCIAL VEHICLE OR BEYOND 3RD FLOOR OF BUILDINGS WITHOUT ACCESS TO ELEVATORS BY CATERER)