

# Gala Dinner Catering Order

**Order No.:** \_\_\_\_\_

**Client/Company:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Venue/Location:** \_\_\_\_\_

**Expected Guests:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_

**Table Setup:** \_\_\_\_\_

## Menu Selection

<b>Course/Item</b>	<b>Description / Choices</b>	<b>Qty.</b>
Starter	_____	____
Main Course	_____	____
Dessert	_____	____
Beverages	_____	____
<b>Special Dietary Requirements:</b>	_____	

## Service Requirements

<b>Service</b>	<b>Details / Qty.</b>
Waitstaff	_____
Tableware & Linens	_____
Decorations	_____
Other Services	_____

## Notes & Instructions

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**Total Price Quoted:** \_\_\_\_\_

**Deposit Required:** \_\_\_\_\_

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Client's Signature & Date

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Caterer's Signature & Date

