|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Catering Form Template | | | | | | | | |
| **Customer Information** | | | | | | | | |
| Name: | | | | | | | | |
| Phone: | | | | | | | | |
| Email: | | | | | | | | |
|  | | | | | | | | |
| **Event Details** | | | | | | | | |
| Event type: | |  | Wedding |  | Corporate | |  | Birthday |
|  | Graduation |  | Anniversary | |  | Others |
| Event Date: | | | | | | | | |
| Event Time: | | | | | | | | |
| Event Location: | | | | | | | | |
| No. of guests: | | | | | | | | |
|  | | | | | | | | |
| **Please check the order type:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | For Pickup |  | For Delivery |  | On-site Catering | | | | | | | | | |
|  | | | | | | | | |
| **Order Details** | | | | | | | | |
| Desired time for pickup or drop-off: | | | | | | | | |
| Delivery Address (*for delivery orders only*): | | | | | | | | |
|  | | | | | | | | |
| Qty | | Item | | | | Notes  *(Please indicate dietary restrictions)* | | |
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|  | | | | | | | | |
| Please select your preferred setup *(For on-site catering only):* | | | | | | | | |
|  | Full decoration | | | | | | | |
|  | Basic Setup | | | | | | | |
|  | Others (please indicate below) | | | | | | | |
|  |  | | | | | | | |
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| <https://www.neworchards.com> | | | | | | | | |