

Newmarket Catering

Fax to; 02 6041-3140

CONFIRMATION OF CATERING ORDER

This is to **confirm** order previously placed by telephone conversation.

To: CATERING STAFF - Newmarket Store

From :

Department / Convener:

Phone Contact;

Email Address;

Date of Function;

Number of Guests;

Catering Required;

Delivery Instructions;

(include time & address)

Purchase Order #;

(If applicable)

Charge Invoice to;

Post/Email Invoice to;

Please write ***exactly*** as

You wish to have appear

On the Invoice