



# Catering Request Form

Email to: tford0@eq.edu.au

Person making request:

Email:

Phone:

Name of the Event/Activity:

Date:

**NB: Please attach Agenda/Flyer detailing dates/times of Event/Activity**

Number of People Attending:

**NB: Please attached a list of attendees' names when special dietary requirements needed.**

Venue:

Cost Centre:

Approved by:

Approver Signature:

## Time Qty

## EXT PRICE

<input type="text"/>	(A)	Sandwich Platter \$40.00– serves 8 (meal) or serves 12 (snack)	<input type="text"/>
<input type="text"/>	(B)	Croissant with Ham & Cheese \$5.00 each or \$50.00 dozen	<input type="text"/>
<input type="text"/>	(C)	Gourmet Roll Platter \$50.00 – serves 8	<input type="text"/>
<input type="text"/>	(D)	Hot Finger Food Platter \$50.00 – serves 15 (snack)	<input type="text"/>
<input type="text"/>	(E)	Lasagne & Salad \$50.00 – serves 6	<input type="text"/>
<input type="text"/>	(F)	Quiche & Salad \$50.00 – serves 6	<input type="text"/>
<input type="text"/>	(G)	Sushi Platter 60 piece - \$50.00	<input type="text"/>
<input type="text"/>	(H)	Sushi Platter 80 piece - \$65.00	<input type="text"/>
<input type="text"/>	(I)	Sushi Platter 100 piece - \$80.00	<input type="text"/>
<input type="text"/>	(J)	Fruit Platter Small \$30.00 – serves 8	<input type="text"/>
<input type="text"/>	(K)	Fruit Platter Large \$45.00 – serves 15	<input type="text"/>
<input type="text"/>	(L)	Cheese & Cracker Platter Small \$40.00 - serves 8	<input type="text"/>
<input type="text"/>	(M)	Cheese & Cracker Platter Large \$65.00 – serves 15	<input type="text"/>
<input type="text"/>	(N)	Apple and Sour Cream Slice - \$4.00 each	<input type="text"/>
<input type="text"/>	(O)	Scones with Jam and Cream - \$4.00 each	<input type="text"/>
<input type="text"/>	(P)	Pikelets with Jam and Cream \$4.00 each	<input type="text"/>
<input type="text"/>	(Q)	Cup Cakes \$4.00 each	<input type="text"/>
<input type="text"/>	(R)	Juice \$4.00 per bottle – serves 6	<input type="text"/>
<input type="text"/>	(S)	Bottled Water \$2.50 per 600ml bottle	<input type="text"/>
<input type="text"/>	(T)	Water (Drink esky with ice) \$5.00	<input type="text"/>
<input type="text"/>	(U)	Tea & Coffee Supplies \$0.50 per person (includes milk)	<input type="text"/>
<input type="text"/>	(V)	Other <input type="text"/>	<input type="text"/>

Gluten Free QTY:

Dairy Free QTY:

Vegetarian QTY:

Vegan QTY:

**TOTAL:**

## OFFICE USE ONLY

Supplier:	<input type="text"/>
Invoice No:	<input type="text"/>
Date of Payment	<input type="text"/>