Elements Catering

Catering Order Form

Order Instructions:

- Save this form onto your computer for future ordering.
- To place an order, open this file and fill in your details and order requirements.
- Email the file directly from word or save the file and attach it to an email.
- Email all orders to **info@elementscatering.com.au**
- You can also print this form and fax it to us on (03) 9663 4272
- We will contact you to confirm your order upon receipt.
- For assistance please call us on (03) 9663 4663
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Day & date catering required:		**Drop off time:**	
Number of people catering for:		**Pick up time:**	
Your name:			
Your business name:			
Contact phone number:			
Delivery Address:			
Building Name:			
Street Address:			
Level:			
Room:			
Phone Ext:			

Items required	**Quantity**	**Special requirements**

OFFICE USE: Confirmed by: at Date: