

EUREST	EB New London		CATERING SERVICES	
2018			Order Request Form	
MEETING NAME				
DATE OF EVENT		Event Contact		
DAY		Phone #		
DELIVERY TIME		SPARS Contact		
START TIME		DEPT MGR		
CUSTOMER COUNT		Department		
LOCATION		SHOP ORDER #		
Quantity			Price	Total
	Delivery Charge			
	Miscellaneous:			
	Notes:	Sub total		\$0.00
	Tax		\$0.00	
	Total		\$0.00	

To professionally prepare for each guest, we request that you guarantee the number of guests attending your event and menu 72 hours in advance. Any Changes to your guarantee must be received 48 hours prior to the event. This quote may vary due any additions or changes during the event. Final invoice will be generated after the event for accurate billing.

**Please consider this an initial proposal. If in reviewing our suggestions, you would like to make changes in the menu, service style or budget. Please do not hesitate to call me.
860-867-1263**