**Customer Order Guidelines**.

Please read the information below before placing an order.

Please ensure you fill out one order form per day of delivery.

We ***will not*** accept order forms which have catering for multiple days on them.

***VAT is applicable to all external orders***.

Below is a list of items which *must* be ordered from a minimum of 10:

|  |  |
| --- | --- |
| Tea/Coffee | Desserts |
| Tea/Coffee and *any*accompaniment | Salads |
| Classic/Finger & Fork Buffet | Soup |
| Canapés | Bread |

Tea and coffee must always be ordered *with* an accompaniment unless it is being delivered along with lunch items e.g. sandwiches or buffets.

If a table is provided, the delivery staff will lay out the catering. Otherwise, the delivery will be left for the customer to unpack.

Please note disposable crockery is supplied as standard with all delivered catering orders. If you wish to upgrade to non-disposable crockery and glassware there will be a £0.36 per person charge, per delivery. We ask that you add this on to your order form below.

Should you require a member of waiting staff to assist with service, please note that there is a minimum charge of 3 hours per staff member. We recommend that you take into consideration the setting up and clearing of your requested catering, we suggest this would be 30 minutes before and after service. If this service is required please details the requirements below on the order form.

All deliveries out with our standard operating hours are subject to delivery charges.

Our minimum order notice periods are as below:

Tea/coffee, crockery/glassware, juice or water - 24 hours

Sandwiches and soup - 48 hours

Buffets, canapés, desserts or fruit/cheese platters - 72 hours

Weekend, out of hours or off campus Delivery - 72 hours

Requesting a member of waiting staff – 72 hours

All overseas bookers will receive invoice prior to receiving catering. This must be paid to ensure delivery of items.

*We look forward to receiving your order and thank you for your custom.*

**DELIVERED CATERING ORDER FORM – EXTERNAL CUSTOMER**

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| --- |
| First time buyer:  Customer Number: Enter here. |

|  |
| --- |
| Date of Delivery: Enter here.  Time of Delivery: Enter here.  Location of Delivery: Enter here. |

|  |
| --- |
| Booking Contact Name: Enter here.  Telephone: Enter here.  Email Address: Enter here. |

|  |
| --- |
| PO Number: Enter here. |

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| --- |
| Billing Company: Enter here.  Billing Name: Enter here.  Billing Address: Enter here.  Post Code: Enter here.  Telephone: Enter here.  Billing Email Address: Enter here. |

|  |
| --- |
| Registration Number: Enter here.  VAT Number: Enter here. |

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| --- | --- | --- |
| Delivery Time | Quantity | Product |
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