

Hospitality Order Form

Cambridgeshire Catering Services (CCS), OCT1214, Shire Hall, Cambridge CB3 0AP

Email: richard.holden@cambridgeshire.gov.uk Commercial Contract Manager: 01223 743795

Café@Shire Hall: 01223 699970 Café@Cambridge Central Library: 01223 728520 Accounts: 01223 706300

Date Required _____ Day (e.g. Monday) _____

Location Required (building and room number) _____

Please note: minimum food order is for 5 people.

	Collection Time from Café	Delivery Time to Room	Collection Time from Room	Quantity	Price Per Person	TOTAL
1 Standard Sandwich Platter, Crisps, Orange Juice					£5.50	
2 Deluxe Sandwich Platter, Crisps, Orange Juice					£6.50	
3 Standard Sandwich Platter, Crisps, Fruit Basket, Orange Juice					£6.25	
4 Deluxe Sandwich Platter, Crisps, Fruit Basket, Orange Juice					£7.25	
5 Seasonal Fruit Platter					£1.80 per person	
6 Orange Juice					90p/glass £2.75/jug	
7 Mineral Water					£2.25/bottle	
8 Tea					£1.25	
9 Coffee					£1.50	
10 Biscuits					60p	

Please note: Delivery charge is included in the price for Shire Hall and Central Library. Delivery prices on application for other addresses. If you require additional items which are not listed above, please contact us for details. All orders must be received 48 hours before the date required (not including weekends). Cancellations within 24 hours will be subject to a 25% cancellation charge. All cancellations must be made in writing. Prices are effective from 1st April 2017.

TOTAL	
TOTAL inc. VAT for external customers	

PLEASE ENSURE THAT ALL BILLING DETAILS ARE COMPLETED IN FULL AT THE TIME OF ORDERING.

Ordered by: _____ Telephone No: _____

BILLING DETAILS FOR CCC CUSTOMERS:

Invoice To: _____ Box Number: _____

Budget Code: _____ - _____ - _____ (FULL CODE REQUIRED)

BILLING DETAILS FOR NON CCC CUSTOMERS ONLY:

Purchase Order No: _____ Email Address: _____

Postal Address: _____

SIGNATURE _____ DATE _____ (Please keep a copy of this form for your records).