



"Where Food is Family"

Event Information:

Name of Contact Person:	Contact Phone:	
Event Date :	Contact Email:	
Event Title/Type:		
Guest Count:	Start Time:	End Time:
Event Location:		

Catering Order Information:

Please Indicate Preferred Style of Service: (check all that apply):

TABLE SERVICE BUFFET BAR SERVICE CONFERENCE TABLE GRAB & GO OTHER**

** Please describe in Special Instructions below.
Please note an additional fee will be charged to all full service events.

Do you Require plates/flatware for your event? YES NO

Custodial Services: Trash removal and general room cleaning is not included in services. We recommend that you inquire with your venue regarding the need for custodial services during or following your event.



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Menu and Catering Service Order:

MENU and SPECIAL INSTRUCTIONS:

Please list your preferred Menu Items Below. If you would like to duplicate a menu from a previous event, please provide us with the event name, date, and brief description of the menu. We will be happy to assist you with duplicating.

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Order Confirmation Process:

- After completing this Customer Order Form save it to your computer using the event name and event date.

Your menu and event details are not yet confirmed at this point!

- A Catering Representative will work with you via email or phone to review the details of your event after acceptance.
- After the details have been communicated we will send you an Event Proposal including estimated costs.
- A Catering Contract will be sent to you following your e-mailed approval of the Event Proposal and Menu.
- Upon payment of your non-refundable deposit your event has been confirmed and booked. Please note your event is not booked until the 50% non-refundable deposit has been satisfied.

Special Dietary Needs: Odom's Fine Catering is committed to meeting the needs of guests who have special dietary restrictions. "Before placing your order, please inform your server if anyone in your party has a food allergy." Odom's will not be held liable for any food allergies that have not previously been discussed.

Signature

Date