

BAILEY'S EXECUTIVE CATERING CATERING EVENT ORDER

(Please complete all sections to ensure a smooth Catering process)

DELIVERY DAY: _____ DELIVERY DATE: _____ DELIVERY TIME: _____

ORGANIZATION: _____
 CONTACT: _____
 PHONE #: _____
 FAX #: _____
 EMAIL: _____
 DATE ORDERED: _____

DELIVERY ADDRESS: _____

 BILLING ADDRESS: _____

NUMBER OF PEOPLE: _____

ITEM: (Please include Sandwich/Wrap Selections)	QUANTITY	PRICE PP	TOTAL

SPECIAL REQUESTS:	Sub Total:	
	Delivery Charge:	
	Sales Tax:	

PAYMENT: (Please check one)

CASH	<input type="checkbox"/>	AT DELIVERY	TOTAL DUE: <u> \$0.00 </u>
CHECK	<input type="checkbox"/>	AT DELIVERY	
CREDIT CARD	<input type="checkbox"/>	IF NOT ON FILE PLEASE CONTACT OUR CATERING HOTLINE 901-848-5063	
CORP. BILLING	<input type="checkbox"/>	IF NOT ON FILE PLEASE CONTACT OUR CATERING HOTLINE 901-848-5063	

Client Signature: _____ Date: _____

Email & Fax orders require 24 hour notice

*Email & Fax orders are reviewed every afternoon between 1:00 & 4:00 PM *You will receive confirmation by Email or Phone*For orders placed within the 24 hour notice requirements please contact our Catering Hotline at 901-848-5063*