Klarstig

# Catering Order

Specify the items or services you would like to order and the delivery requirements. A supplier must confirm availability, price and acceptance before the order is final.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Items specifications and quantities ***

**Required delivery date ***

**Delivery method ***

- ☐ Collection
- ☐ Delivery
- ☐ Digital delivery
- ☐ To be agreed

**Delivery address or destination**

**Budget or approved order amount**

### Currency

- ☐ USD
- ☐ EUR
- ☐ GBP
- ☐ CAD
- ☐ Other

### Other currency code if selected

### Substitution preference *

- ☐ Contact me first
- ☐ No substitutions
- ☐ Equivalent alternatives acceptable

### Billing or purchase order reference

## Specific details

### Service date venue and guest count

Complete when relevant to this request.

### Menu serving format dietary needs and setup requirements

## Operating context

### Organization branch or team concerned

Complete when relevant to this request.

### Local requirements and constraints relevant to this document

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- No payment is taken by default. Online payment needs a connected payment account and is configured separately.
- Some questions become required only after certain answers. The printable version shows every question.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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