

Subject: eatz Catering Services Pte Ltd: Order Confirmation

From: "eatzcatering.com" <sales@eatzcatering.com>

Date: 2/11/11 7:29 AM

To: Daryl Tan <sales@eatzcatering.com>



Dear Daryl Tan

Thank you for choosing eatz Catering Services Pte Ltd for your upcoming event. Our consultants will contact you within the next business day to confirm your event. If for any reasons our consultants do not contact you either via a phonecall or an email confirmation, please contact us at 67890-328 to confirm your order.

Below are your order details for your records:

ORDER DETAILS

Menu	International Buffet \$17/per Guest (For Min 30 guests)
Appetizer	COLD CUTS PLATTER (Slice Chicken Ham, Slice Beef Peppercorn, Slice Chicken Salami, Slice Chipolata Sausage & Marinated Octopus)
Salad	Prawn Mixed Fruit Salad w/ California Raisins
Soup	Cream of Mushroom (Served w/ Garlic Bread)
Main Course	Buttered BBQ Mid Wings Vegetable Ratauliole Pilaf Rice w/ Mixed Vegetable Mee Siam w/ Condiments Japanese Tempura Prawn w/ Wasabi Mayo Battered Fish w/ Lemon Tartar Sauce
Dessert	Selection of Pastries (Chocolate Éclair, Cream Puff & Fruit Tart) Deluxe Fresh Fruits Platter
Beverage	Pink Guava

CUSTOMER DETAILS

Title	Mr.
Name	Daryl Tan
Company	Home
Email	sales@eatzcatering.com
Telephone	63835381
Fax	NA
Billing Address	Blk 325, Hougang Avenue 7, #06-127
Postal Code	530325

DELIVERY DETAILS

Contact Person	Daryl
Mobile	96063618
Delivery Address/Venue	As above - Outside my flat along the corridor, some items can be placed inside my flat (drinks & desserts)

Delivery Date 17/12/2011
Ready By 6.00pm
No. of Guests 46
Special Instructions This is a surprise party, pls call me for specific instructions on how NOT to blow the surprise! ;-). I may need to increase the number of guest closer to the date, when's the latest I can inform you guys?
Payment Mode Cheque

BUFFET TERMS & CONDITIONS:

Main

- ▶ The delivery charge is \$40 per 2-way trip. The charges for the Eve (after 2pm) of/ & Public Holidays are \$50. Transport will be waived for orders above \$600 (buffet only); Eve & Public Holidays (\$1,000). For districts 61, 62 & 63, Sentosa and the Jurong Islands, additional surcharge of \$10 applies. Transport will be waived for orders above \$1,000 (buffet only). CBD Charge for orders throughout the day: Additional \$5 on top of transport charge. A surcharge of \$20 applies to deliveries from 8am-9am
- ▶ This buffet comes with full table setup (tablecloths, skirting, food warmers)
- ▶ A full set of disposable cutleries (forks, spoons, plates, serviettes and trash bags, etc) (up to 150%) will be provided.
- ▶ Please ensure that a Person-in-Charge is contactable at all times (not in silent mode, in a meeting) during the delivery - this is to ensure an open and reliable communications link between the client and the delivery personnel. Eatz will not be held responsible if there is any failure in communications.
- ▶ Payment is strictly cash-on-delivery (subject to 7% GST). Cheques should be crossed and made out to 'eatz Catering Services Pte Ltd'. No post-dated cheques are allowed.
- ▶ Please inform us should you have specific needs (e.g. vegetarian guests, tables & chairs, take-away boxes) to facilitate a smooth and successful event. This is subject to availability.

Delivery and Collection

- ▶ The management will impose an additional charge if the venue of the buffet is not on a lift level. Level 2 (add \$20), level 3 (add \$30), level 4 (add \$20) and so forth. Additional charges will be effected by the delivery staff if deemed necessary.
- ▶ The collection of the buffet items is four (4) hours after the 'ready time'. If your buffet's ready time is after 7pm, the last collection will still be 10pm.
- ▶ Once the collection time has been confirmed, there will be no changes in the collection time- if there are any changes there will be a \$20 surcharge.
- ▶ The surcharge for collection after 10pm before 11:30pm is \$50 and from 11:30pm till 1pm is \$100. Collection the next day is strictly not allowed.
- ▶ Rental of any equipment after the event is strictly not allowed.

Miscellaneous

- ▶ The management reserves the right to change the items on the menu without prior notice (e.g. for non-availability of raw materials or late arrival of supplier's stock). No discounts will be offered for items that are changed.

Please ensure that the exact location of the buffet has been approved for F&B prior to the event, eatz Catering Services Pte Ltd will not be held responsible for any breach of contract of the venue. We will not entertain changes in the buffet venue after setup has been completed.

- ▶ Please allow ±30 minutes grace from the 'ready time' for unforeseen circumstances (traffic jams, parking problems, etc). EatZ Catering will not be held responsible for such instances.

- ▶ The client is advised NOT to handle the burning wax below the food warmers - it is very flammable - it should be left to burn out on its own (windy conditions: 1½hrs; indoors: 3hrs (estimated))

- ▶ The client is responsible for any loss, breakages or damage to the equipment (e.g. damaged table cloths/runners-\$25, skirting-\$105, wrap-around-\$85) during the duration of the buffet, and will be liable to pay for damages.

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