



ABN 34-088-150-609  
44 Rowena Parade, Richmond 3121  
(03) 9421 3262  
mail@rowenacornerstore.com  
www.rowenacornerstore.com

## CATERING ORDER FORM

DATE \_\_\_\_\_

TAKEN BY (OFFICE USE):  
\_\_\_\_\_

OFFICE USE ONLY

DEPOSIT AMOUNT: \_\_\_\_\_

PMT TYPE: \_\_\_\_\_

REMAINING AMOUNT: \_\_\_\_\_

STATUS: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Required: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

### OPTION SELECTION

- OPTION 1 (Cold Grazing Platter \$18 per person)
- OPTION 2 (Option 1 + Hot Meditteranean Food \$28 per person)
- SWEETS OPTION (\$4 per person)

Number of People: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TERMS & CONDITIONS

### Minimum Orders & Deposit

- We require 48 hours notice on all catering orders for groups of 8 or more. We require 24 hours notice for all other catering orders. Late orders will be accepted if possible.
- We require 48 hours notice for all Sweet Option catering orders.
- Orders will be confirmed via email or phone 24 hours prior to pick up.
- A \$50 deposit is required for orders over \$200. This is required upon confirmation of order.

### GST

- All our menu items are inclusive of GST.

### DIETARY REQUIREMENTS

- Any guests with specific dietary requirements can be managed and additional costs may be associated

### HOURS OF OPERATION AND ORDERING:

- Office hours are Monday to Friday 8.30am to 5pm but we cater 7 days a week (surcharges may apply) We accept orders via phone, email or at our store.
- Confirmation will be provided within one business day from receiving order via email or phone. At this time we will require payment of deposit, if applicable.
- We understand that late orders are a reality and we will do our best to accommodate. A small \$15 processing fee is applicable to orders placed outside our "order cut-off times" deadlines (see below).
- Changes to orders will be accommodated where possible if placed before the 3pm cut-off however as with the condition for late orders above, we will endeavor to provide you with your requests as best we can. Charges may apply.

### DELIVERIES:

We currently cannot provide delivery service. For OPTION 1 pick up can be arranged at anytime during the day before your event. OPTION 2 pick up should be as close to event starting time for the hot items.

### PRICES AND PAYMENTS:

- All prices quoted include GST.
- Prices are correct at the time of printing and we reserve the right to alter prices and products as and when required due to circumstances beyond our control which include supplier price increases.
- Payment may be made via credit card over the phone prior to pick up or with cash or credit card at time of pick up.
- Late payments may attract an administration/collection fee of \$20.00 per week overdue.

### PAYMENTS MAY BE MADE VIA THE FOLLOWING OPTIONS:

- VISA
- Mastercard
- Cash

### CANCELLATION POLICY:

#### OPTION 1 Catering

- For option 1 catering, 4 hours notice (from pick up time) is required.
- For orders over \$200, the \$50 deposit will be non-refundable, when cancellation is after the 4 hour cut-off.

#### OPTION 2 Catering

- For option 2 catering, a minimum of 24 hours is required.
- For orders over \$200, the \$50 deposit will be non-refundable when cancellation is after the 24 hour cut-off.