



Cartley Nominees Pty Ltd
 Shop 2-3, The Alfred Hospital,
 23-81 Commercial Rd Prahran, VIC 3181
 Ph. 03 9076 8245 or Fax: 03 9076 8244
alfscafe@bigpond.com

INVOICE NO:

www.alfscafe.com.au
Catering Request Form

DAY: _____

Catering Date: Catering Delivery Time: Collection Time:.....

Name:..... Ph/Mob..... Fax:.....

Company:..... Department:

Invoicing Address:.....

Name of Function:

Cost Centre: Email Address:.....

No. Attending: C/C: Exp Date:

Requirements: (Please write clearly)	Serves	Cost per serve	TOTAL

DELIVERY INSTRUCTIONS: _____

SUB TOTAL \$ _____

Authorisation of Account

Name: **Signature:**

Position: **Date:**

Cost Centre Manager: **Signature:**

TERMS & CONDITIONS
Payment Methods & Terms: Payment is required prior to or on delivery unless authorized in advance. We accept cheque, cash on delivery, MasterCard, Visa & American Express. Or if you wish to pay by direct transfer, please contact the office for account details.
Delivery: A delivery fee applies based on location of function and size of order. Staff will return to collect platters at our earliest convenience. Alternative arrangements can be made if required.
Broken or Lost Equipment: All lost or broken equipment will be charged at customers expense.
Delivery Times: Alf's Café will deliver between the hours of 6:30 and 8:00pm Monday to Friday, and on arrangement on Saturday and Sunday. Deliveries required beyond these times may incur a surcharge