READING ROOM CAFE

BUILDING P, GROUND FLOOR
VICTORIA UNIVERSITY (FOOTSCRAY PARK CAMPUS)
P: 0413 842 690
E: INFO@READINGROOMCAFE.COM.AU

AUSEI BUSINESS PTY LTD
ABN: 22 142 574 007 ACN: 142 574 007

NAME OF COMPANY

NAME OF CONTACT
CAMPUS
EMAIL
Phone:
Fax:
E-mail:

CATERING / FUNCTION BOOKING ORDER FORM

NAME:
FACULTY/DEPARTMENT:
Cost Centre Number:(8 Digits) Natural Account Code:(4 Digits)
DATE:
PHONE: FAX:

BOOKING DETAILS

DATE OF FUNCTION:
START TIME: CLEARING TIME:
ROOM LOCATION & NUMBER:
NUMBER TO BE CATERED FOR:
EQUIPMENT/ROOM SETTING

CATERING REQUIREMENT:

Please include:

- Type of food/beverage & quantities
- Dietary requirements
- Delivery & Clearing Instructions

Qty	$
Subtotal	
Delivery	
Subtotal Ex GST	
GST	

Approved by: _____ Date: