

# Jo's Catering Check List

## ORDERING & PAYMENT

Company Name :  
Contact Person :  
Email address :  
Phone number :  
PON :  
Name and Address for the invoice :  
Please State Preferred Payment Type :  
Payment Options : Credit Card , Direct Deposit , Cash

## DELIVERY

Company Name :  
Contact Person :  
Phone number :  
Location :  
Date and Time/s :  
Number of people :  
Contact person on the day :  
Dietary requirements eg. Gluten Free , Vegetarian , other specifics

A list of food and beverages required

**All email orders will be confirmed within 24 hours.**  
**Check out the suggestions here**  
**<http://www.joscatering.com.au/products.html>**