

Club Event Refreshment Order

Date: [Insert Date]

To: [Catering Service Name]

From: [Your Club Name]

Contact Person: [Your Name]

Contact Number: [Your Phone Number]

Email: [Your Email Address]

Event Details

Event Name: [Insert Event Name]

Event Date: [Insert Event Date]

Event Time: [Insert Start and End Time]

Venue: [Insert Venue Name]

Refreshment Order

- [Item 1: Description, Quantity]
- [Item 2: Description, Quantity]
- [Item 3: Description, Quantity]
- [Item 4: Description, Quantity]
- [Item 5: Description, Quantity]

Special Instructions

[Any special dietary requirements or instructions]

Thank you for your assistance. We look forward to your prompt confirmation of this order.

Best Regards,

[Your Name]

[Your Position in Club]

[Your Club Name]