**Company Name:** [Your Company Name]

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Date:** | [Date] | **Meeting Time:** | [Time] |
| **Meeting Location:** | [Location | | |

**Contact Person:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Phone Number: |  | Email Address: |  |

**Attendee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Dietary Restrictions/Preferences** | **Menu Choice** |
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**Menu Options:**

| **Item Number** | **Menu Item** | **Description** | **Price** |
| --- | --- | --- | --- |
| 1 | Grilled Chicken Salad | Grilled chicken with mixed greens | $10.00 |
| 2 | Turkey Sandwich | Turkey, lettuce, tomato on whole wheat | $8.00 |
| 3 | Vegetarian Wrap | Mixed vegetables with hummus | $7.50 |
| 4 | Caesar Salad | Romaine lettuce, croutons, Caesar dressing | $9.00 |
| 5 | Roast Beef Sandwich | Roast beef with cheddar cheese | $8.50 |
| 6 | Vegan Buddha Bowl | Quinoa, chickpeas, mixed veggies | $11.00 |

**Beverage Options:**

| **Item Number** | **Beverage** | **Description** | **Price** |
| --- | --- | --- | --- |
| 1 | Bottled Water | 500ml | $1.50 |
| 2 | Soda | Assorted flavors | $2.00 |
| 3 | Iced Tea | Freshly brewed | $2.50 |
| 4 | Coffee | Regular or decaf | $2.00 |
| 5 | Juice | Orange, apple, or cranberry | $2.50 |
|  |  |  |  |

**Order Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Menu Item** | **Beverage** | **Total Price** |
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**Special Instructions:**

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|  | | | |
| **Total Amount:** |  |  |  | |
| **Payment Method:** | Credit Card | Card Number: |  | |
| Expiration Date: |  | |
|  | CVV: |  | |
| Company Account | Account Number: |  | Cash on Delivery | |
| **Contact Person's Signature:** |  | **Date:** |  | |

**Terms and Conditions:**

1. All orders must be submitted by [specific deadline].
2. Payment is due upon delivery unless otherwise arranged.
3. Cancellations must be made [specific time frame] in advance to avoid charges.
4. Please notify us of any dietary restrictions or allergies.

Feel free to modify this form to better fit your specific needs.