CATERWOO / FREE OPERATING TOOL

Catering order template

Capture the complete promise before the kitchen starts work.

PRINT + USE

1 Customer and event

CUSTOMER / COMPANY

PHONE AND EMAIL

EVENT DATE

READY TIME

GUEST COUNT

2 Fulfilment

- [ ] Pickup
- [ ] Delivery
- [ ] Setup required
- [ ] Serving staff

ADDRESS / PICKUP CONTACT / ACCESS NOTES

3 Food and pricing

MENU ITEM / PACKAGE	QTY	UNIT PRICE	LINE TOTAL

SUBTOTAL

TAX / FEES

TOTAL

4 Final checks

- [ ] Allergies confirmed
- [ ] Payment confirmed
- [ ] Customer approved

KITCHEN, PACKAGING AND CUSTOMER NOTES