

# Order Form

CONTACT US | EMAIL ORDER TO: [info@CateringAndMore.com](mailto:info@CateringAndMore.com) FAX ORDER TO: 510.483.6855



Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Serve Time: \_\_\_\_\_ [ **NOT** arrival time - we will specify delivery window when order is confirmed ] # of Guests: \_\_\_\_\_

Delivery Address: \_\_\_\_\_ City: \_\_\_\_\_

Floor and/or Room Number/Name: \_\_\_\_\_ Location Name (if other than company name above): \_\_\_\_\_

Onsite Contact (if other than self): \_\_\_\_\_ & Phone Number: \_\_\_\_\_

If you have not ordered a delivery from us to this location before, please fill out the following (otherwise skip to PRESENTATION):

Check One:  Office  Warehouse  Residence  Other (specify): \_\_\_\_\_

Is there elevator access?  yes  no Where should the delivery vehicle park? \_\_\_\_\_

**BUFFET PRESENTATION STYLE:** Check One:  Upscale Disposable  Go Greener Option (requires pickup)

If ordering hot items please check one:  No Chafers  Disposable Chafers @ 10.00 each  Standard Chafers @ 10.00 each (requires pickup)

**PLATES, etc:**  Compostable ware  black plastic (no extra charge)  China, Stainless, Linen Napkin "Board Room" Package (extra charge)

**MENU:**

Quantity	Item/Menu Name	Quantity	Item/Menu Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL INSTRUCTIONS/NOTES:

**BILLING:**

I have an established account with Miraglia. I understand that the terms are Net 10 days and there is a 1.5% per month finance charge on all past due amounts.

Please bill me at:  my billing address on file  other: \_\_\_\_\_

Please charge the full amount to my credit card. Name as it appears on Card: \_\_\_\_\_

Card Type:  Visa  M/C \_\_\_\_\_  
Card Number: \_\_\_\_\_ Exp. (MM/YYYY) \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address on Card, including zip: \_\_\_\_\_

I have read, understand, and agree with MIRAGLIA's policy regarding count changes, cancellation fees, and payment (including a 2.5% checkout fee on all credit card purchases) as specified in the delivery catalog.

**SIGNATURE REQUIRED for FAX:** \_\_\_\_\_

for Email:  Check this box to acknowledge acceptance of policy as specified

**SUBMIT FORM**

PLEASE SIGN ABOVE AND FAX TO US AT 510.483.6855 OR EMAIL TO [info@CateringAndMore.com](mailto:info@CateringAndMore.com). MIRAGLIA will check availability, process your order, sign and confirm below, and return it to you. **Order is NOT confirmed until you receive this form back with the signed confirmation below.**

**CONFIRMATION OF ORDER:**  
*Miraglia to Complete*

Delivery Date: \_\_\_\_\_ Delivery Window: Delivery will arrive between \_\_\_\_\_ and \_\_\_\_\_

Notes: \_\_\_\_\_

Confirmed By: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

*All of us at Miraglia Catering look forward to providing you with the best service possible!*

*Thank you*