*Order form*

**REQUESTED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM/S** | **QUANTITY** | **SIZE** | **PRICE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **ADDITIONAL INSTRUCTIONS:** | | | |
| **TOTAL:** | | |  |

\****Please see back of form for Café RED menu/ daily specials.***

***ORDER INFORMATION:***

Is your order required during or after Cafe hours? **After hours: € During hours: €**

***(Café hours are 9:30am-2:00pm)***

* For orders required after Café hours, meals will be placed in staff room fridge in identified department area above with staff member name attached.

***DATE & TIME ORDER REQUIRED: \_\_*** *\_\_\_\_\_****am/pm*** *on the* ***\_\_\_ / \_\_\_\_ / \_\_\_******\*All orders must be in by 10:00am for same day orders.***

***PAYMENT: All payments are to be made by salary deduction****I confirm payment to be d*educted from my pay☐

**SIGNATURE OF PERSON**

**REQUESTING ORDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_ / \_\_\_ /\_\_\_**

N.B. **Please complete all details and either email or hand in form to main reception prior to 10am of the day of order. If your order is not available you will be contacted by a Café staff member to make alternative arrangements.**

Staff Member Name:…………..

Department: ……………………

Total Costs: …………………....

Office Use Only

**Department:**

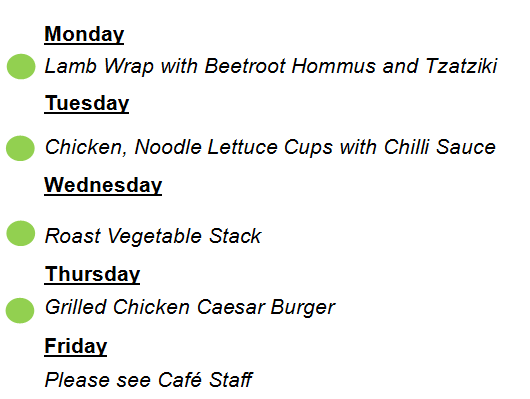
**Cost Centre:**

**Total Cost:**

***Café RED Daily Menu***



***Café RED Daily Autumn Specials- $7.00***



***\*If you wish to order a daily special, please contact Café RED for availability: 5484 4440***