HOMESTYLE
CATERERS

for: Event # E04548
on: Wednesday, April 19, 2017

Client/Organization	Event Date	Telephone	Fax	Event #
Mary Ellen O'Dell	4/19/2017 (Wed)	( ) -	( ) -	E04548
Address		Booking Contact	Site Contact	Guests
		Meo		50 (Pln)

Party Name	Sales Rep	Theme	Category
Bill retirement	Iliana Buigues	Retirement	Social

SAMPLE TEXT
MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 72 HOURS OF EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. GUARANTEED NUMBER MUST BE RECEIVED BY DATE/TIME INDICATED.

Venue & Times

Description	Start	End	Serving	Bar	Banquet Room	Setup Style
Cocktail Reception	6:00 pm	10:00 pm	NA	NA	Fairways Room	Buffet

Food & Beverage

Food/Service Items	Price	Qty	Total
Simple Buffet	18.47	50	923.50

Subtotal	923.50	Paid	1,000.84	Pay Method	Card Number
Tax	77.34	Balance	0.00	Card Type	
Service Charge	0.00			Card Holder	Expires
Total Value	1,000.84			Signature	

SAMPLE TEXT
A 0.00 cancellation fee will be incurred for any cancellation within 7 days of event. A 100.00 fee will be incurred for any additional setup on the day of the event.

Sales Representive: _____ Date _____ Client _____ Date _____

Homestyle Caterers
187 Hill Street, Mahopac, NY 10541