

CORPORATE  
**CATERING**  
CONCIERGE

If you do not receive a phone or email confirmation within 15 minutes,  
please call C3 at 866.677.3493 to confirm receipt of your order.

Please call for delivery time availability on same day orders.

## FAX COVER

FAX TO: 713.758.0125

To: Corporate Catering Concierge Date: \_\_\_\_\_

Fax: 713.758.0125 Pages: \_\_\_\_\_ with cover

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

Delivery Address: \_\_\_\_\_ Floor/ Suite: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Number of people you will be serving: \_\_\_\_\_

Payment By:  Check  AMEX  Visa  MCard

Time Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Churrascos Catering Menu

### HORS D'OEUVRES

\_\_\_\_\_ **Custom Hors d'Oeuvres For Your Event (per person)** **\$0**

A c3 event concierge will customize your menu based on your preferences and budget goals.

### BAR SET UP

\_\_\_\_\_ **Beer & Wine Package** **\$0**

A C3 event concierge will customize your bar package based on your preferences and budget goals.

\_\_\_\_\_ **Full Bar Package** **\$0**

A C3 event concierge will customize your bar package based on your preferences and budget goals.

\_\_\_\_\_ **Non Alcoholic Beverage** **\$0**

Bottled water, sodas, sparkling water, iced tea and coffee.

### ROOM RENTAL

\_\_\_\_\_ **Room Rental** **\$0**

A C3 event concierge will customize your rental package based on the size of your party, time of the event, day of the week and any miscellaneous requests.

### CORDUA POLICIES

\_\_\_\_\_ **Guest Count** **\$0**

We require a guarantee of 85% of the estimated number of guest to maintain the current pricing structure. Cordua catering must be notified of the exact number of guests attending an event by noon,

\_\_\_\_\_ **Force Majeure** **\$0**

In the event that this contract may not be performed by Cordua Catering or client due to force majeure, including, but not limited to, acts of God, acts of terror, acts of war or other acts of nature

\_\_\_\_\_ **Payment Terms** **\$0**

The client or their authorized representative must return a signed copy of our contract and/or a signed copy of the "cost summary" page from the proposal, along with a non-refundable deposit equal to

## **EXTRAS**

\_\_\_\_\_ **Catering Service Agreement** **\$0**

TO CONFIRM AND FINALIZE YOUR EVENT: The catering agreement must be signed to confirm the booking of your event. Please print this order and initial each page and either fax back to 713.758.0125 or

\_\_\_\_\_ **Catering Service Agreement - Special Events** **\$0**

TO CONFIRM AND FINALIZE YOUR EVENT: The catering agreement must be signed to confirm the booking of your event. Please print this order and initial each page and either fax back to 713.758.0125 or