

**Function Booking Form/Catering Order Form**

To: Unit Manager  
 Food World - CP. at UNESCAP  
 CPF Restaurant and Food Chain Co., Ltd.  
 Mobile: +66 89 103 6171  
 Email: [chanikan.bup@cpf.co.th](mailto:chanikan.bup@cpf.co.th)

Date:

eMeets no:

Through: Ms. Diana Park  
 Chief, Conference Management Unit  
 Division of Administration

From:

Subject: **Request for Catering Services**

<b>A. General Information</b>			
Hosted by:		Booked by:	
		Tel No.:	Email :
<b>B. Function Information</b>			
Event Title:			
Date of Function:			
<b>C. Catering Service*</b>			
Please consult <a href="http://www.unescap.org/uncc/catering">http://www.unescap.org/uncc/catering</a> for catering menus and selection			
<b>Date</b>  (dd/mm/yy)	<b><u>A.M. Coffee Break</u></b>  <u>Selection of snack:</u>	<b><u>Lunch</u></b> Buffet Set Menu	<b><u>P.M. Coffee Break</u></b>  <u>Selection of snack:</u>
<b>Location:</b>		<b>Table set up:</b>	
<b>Time:</b>			
<b>No. of Pax:</b>			
<b><u>Reception Dinner</u></b>			
<b>Date:</b>		<b>Location:</b>	
<b>Time:</b>		<b>No. of Pax:</b>	
<b>Special requirements:</b>			
Location:			
<input type="checkbox"/> VIP Table, please provide details: <input type="checkbox"/> Flower Arrangements. Please provide details below.			
<input type="checkbox"/> Water at headtable (25 Baht/bottles w/glasses); please provide quantity per session (A.M. and P.M.) with date, time and location:			
<input type="checkbox"/> Others (please specify)			
<b>Estimate cost per head: Baht</b>		<b>Total estimate cost: Baht</b>	
<b>D. Payment method:</b> (Please mark and complete)			
<input type="checkbox"/> UMOJA Account Assignment Category:			
<input type="checkbox"/> Cost Centre:	<input type="checkbox"/> WBS Element:		<input type="checkbox"/> Order:
▪ Fund Centre:	Validity of WBSE:		(dd/mm/yy)
▪ Grant:			
▪ Functional Area:			
▪ Fund:			
▪ Budget Period:			
<input type="checkbox"/> Other source of funds, please provide details (full address, contact number and email) and contact person:			
<b><u>Certification:</u></b> I hereby certify that the goods and/or services covered by this invoice/voucher will be accepted in accordance with the referred agreement, in accordance with the purpose(s) for which the relevant allotment was approved, can be met from the available balance of the relevant allotment(s) with due regard to foreseeable future commitments.			
Certifying Officer:		Signature:.....	

\*For additional days, please fill in Section E

<b>E. Additional Days</b>			
<b>Day 2</b>			
<b><u>Date</u></b> (dd/mm/yy)  <b>Location:</b> <b>Time:</b> <b>No. of Pax:</b>	<b><u>A.M. Coffee Break</u></b>  <u>Selection of snack:</u>	<b><u>Lunch</u></b> Buffet Set Menu  <b>Table set up:</b>	<b><u>P.M. Coffee Break</u></b>  <u>Selection of snack:</u>
<b>Day 3</b>			
<b><u>Date</u></b> (dd/mm/yy)  <b>Location:</b> <b>Time:</b> <b>No. of Pax:</b>	<b><u>A.M. Coffee Break</u></b>  <u>Selection of snack:</u>	<b><u>Lunch</u></b> Buffet Set Menu  <b>Table set up:</b>	<b><u>P.M. Coffee Break</u></b>  <u>Selection of snack:</u>
<b>Day 4</b>			
<b><u>Date</u></b> (dd/mm/yy)  <b>Location:</b> <b>Time:</b> <b>No. of Pax:</b>	<b><u>A.M. Coffee Break</u></b>  <u>Selection of snack:</u>	<b><u>Lunch</u></b> Buffet Set Menu  <b>Table set up:</b>	<b><u>P.M. Coffee Break</u></b>  <u>Selection of snack:</u>
<b>Day 5</b>			
<b><u>Date</u></b> (dd/mm/yy)  <b>Location:</b> <b>Time:</b> <b>No. of Pax:</b>	<b><u>A.M. Coffee Break</u></b>  <u>Selection of snack:</u>	<b><u>Lunch</u></b> Buffet Set Menu  <b>Table set up:</b>	<b><u>P.M. Coffee Break</u></b>  <u>Selection of snack:</u>
<b>Others (please specify):</b>			
<b>Remarks:</b>			
<p><b>Kindly note that the confirmation as well as the guaranteed number of persons should be notified to CMU not less than three (3) working days prior to the commencement date of the event. Otherwise, Sodexo will charge an additional fee for the late notice. In addition, they will charge in accordance with the guaranteed figure of guests or the actual number served, whichever is greater. In case of cancellation of the event, a 50% late fee will be applied for any booking which is canceled less than 48 hours in advance.</b></p>			

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 Confirmed on receipt of order  
 (Signature, date and time)  
 Food World - CP. at UNESCAP