

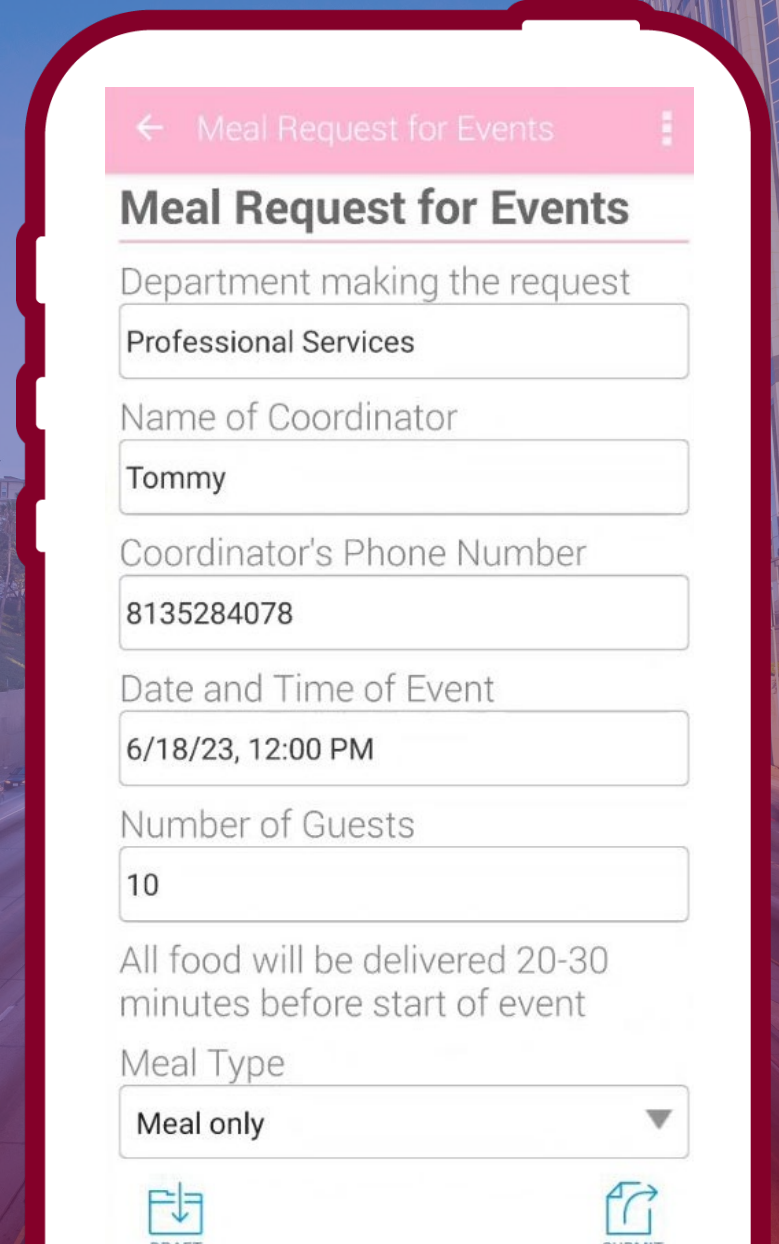
Do you know ...

Our **food and beverage request forms** help teams coordinate catering for upcoming meetings or events?

- Department leaders can submit requests to office or procurement managers (or others who handle catering needs) on their devices.
- Catering champions can digitally approve the requests and later share receipts with accounting departments.
- Relevant details can be included – such as event/meeting name, rationale for F&B, location, date/time, # of guests, refreshment preferences, special requests, tableware needed, etc.
- Contact information and digital signatures can also be attached to the form.

These catering documents help organizations **minimize wasteful expenditures** while **maximizing attendee satisfaction**.

Form: Example Application



The screenshot shows a mobile application interface for submitting a meal request. The form is titled "Meal Request for Events" and includes the following fields and information:

- Department making the request:** Professional Services
- Name of Coordinator:** Tommy
- Coordinator's Phone Number:** 8135284078
- Date and Time of Event:** 6/18/23, 12:00 PM
- Number of Guests:** 10
- Delivery Note:** All food will be delivered 20-30 minutes before start of event
- Meal Type:** Meal only

At the bottom of the form, there are two icons: a blue icon with a document and a checkmark, and a blue icon with a document and a right-pointing arrow.