

**PRE ORDER SHEET 1. WITH NAMES**

Please ensure both sheets are **emailed** no later than 24hrs prior to booking to:

[**info@slaterestaurantbar.com**](mailto:info@slaterestaurantbar.com)

|  |  |
| --- | --- |
| **Name of Booking** |  |
| **Date:** |  |
| **Time:** |  |
| **Contact Person:** |  |
| **Phone Number:** |  |

|  |  |  |
| --- | --- | --- |
| **No.** | **Name of Person** | **Food order** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |

**Pre-Order Instructions**

So that we may provide our best and most efficient service for you and your guests please read through the pre order instructions:

* Please ensure that **Sheet with Names** filled out correctly.
* Express Lunch is available Only MONDAY TO THURSDAY
* Sheet needs to be emailed to Slate Restaurant Bar: **info@slaterestaurantbar.com**
* We also suggest you call the restaurant once you have sent them through to ensure they have been received.
* Any food allergies or special requirements need to be listed next to name of person and Highlighted
* Any alterations or food cancellations must be made **by phone only to : (03) 9670 4311** and no later than 2 hrs before the time of the booking.
* Split bills are not available..
* Any no-shows for orders that are on the sheets that have not been cancelled 2hrs prior will need to be paid for in full.

*We thank you for your patronage and for using our pre-order service.*

*Slate Management*