KEFRI/F/ENT/08

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**KENYA FORESTRY RESEARCH INSTITUTE**

**KEFRI HOUSE SERVICE ORDER FORM (MEETINGS / SEMINARS)**

Request for provision of catering services as below

Group Name : ………………………………………………………………………..…

Chargeable to: ……………………………………………………………………………

Date of Service: ……………………………………………Time…………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **ITEM DESCRIPTION** | **NO** | **RATE** | **TOTAL** |
|  | **1.BREAKFAST (Tea & Snacks)** |  |  |  |
|  | White Tea / Coffee / Milo |  |  |  |
|  | Beef sausages |  |  |  |
|  | Beef Samosas |  |  |  |
|  | Mandazi |  |  |  |
|  | Chapati |  |  |  |
|  | Boiled egg |  |  |  |
|  | **2.LUNCH/ DINNER** |  |  |  |
|  | Buffet (Inclusive of juice & fruits) |  |  |  |
|  | Plate Service |  |  |  |
|  | **TOTALS** |  |  |  |

**Requesting Officer**

Name: ……………………… Signature: ……………… Date …………………

Confirmed by: Name: ………………………… Signature:……………… Date…………………