

Catering Service Utensil & Plate Inventory Request Form

Date of Request

Requested By

Event Name

Event Date

Event Location

Contact Number

Inventory Items Requested

Item	Quantity Needed	Remarks
Plates	<input type="text"/>	<input type="text"/>
Cups/Glasses	<input type="text"/>	<input type="text"/>
Forks	<input type="text"/>	<input type="text"/>
Spoons	<input type="text"/>	<input type="text"/>
Knives	<input type="text"/>	<input type="text"/>
Serving Utensils	<input type="text"/>	<input type="text"/>
Other (Specify)	<input type="text"/>	<input type="text"/>

Special Instructions / Notes