

Citation Booking Form Christmas 2017

Contact Name (as per terms & conditions):
Telephone:
Mobile:
Email Address:
Company Name:
Date of Booking:
Seated by Time (delete as appropriate): 12.00pm / 1.00pm / 2.30pm / 3.30pm / 5.00pm / 6.00pm / 7.30pm / 8.30pm
Out by Time (delete as appropriate): 2.00pm / 3.00pm / 4.30pm / 5.30pm / 7.00pm / 8.00pm / 9.30pm / 10.30pm
TOTAL CONFIRMED NUMBER OF GUESTS:
DEPOSIT PAID FOR CONFIRMED GUESTS (£15 PER PERSON): £
CHRISTMAS COORDINATOR PROCESSING PAYMENT:
DATE OF PAYMENT:
TYPE OF PAYMENT (<i>delete as appropriate</i>): CASH / CREDIT CARD / DEBIT CARD / AMEX

PAYMENT DETAILS

Name on Card:
Card Type:
16 Digit Card Number:
Start Date:
Expiry Date:
Issue Number:
3 Digit CVC Security Code:
Postal Address House Number:
Postal Code Numeric's:

DO NOT send cash in the post. Any cash payments must be made in person via our Christmas Co-Coordinator at Citation.

FINAL BALANCE PAYMENT BREAKDOWN

MENU COST: £
CONFIRMED NUMBER OF GUESTS:
GUESTS HAVING SUPPLEMENTED DISH:
TOTAL DISH SUPPLEMENTS: £
TOTAL FOOD COSTS: £
PRE-ORDERED WINE/DRINKS COSTS: £
TOTAL: £
MINUS DEPOSIT PAID: £
TOTAL TO PAY: £
CHRISTMAS COORDINATOR PROCESSING PAYMENT:
DATE OF PAYMENT:
TYPE OF PAYMENT (<i>delete as appropriate</i>): CASH / CREDIT CARD / DEBIT CARD / AMEX

*This payment is for pre-ordered items only and does not include any additional drinks or items on your final bill.
Please note for tables of 6 or more a 10% service charge will be added to your food bill.*