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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cake Request Form** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  | **Note: Please issue any cake request 24hours in advanced** | | | | | | |
|  | **Order placed by** | |  | | | |  |
|  | **Department** | |  | | | |  |
|  |  |  |  |  |  |  |  |
|  | **Cake Selection** | |  |  |  |  |  |
|  | Pax |  | up to 6pax | | up to12pax |  |  |
|  | Chocolate Cake | | 1/2kg |  | 1kg |  |  |
|  | Strawberry Cake | | 1/2kg |  | 1kg |  |  |
|  | Black/White Forest | | 1/2kg |  | 1kg |  |  |
|  | Cheese Cake | | 1/2kg |  | 1kg |  |  |
|  |  |  |  |  |  |  |  |
|  | **Message on the cake** | | |  |  |  |  |
|  |  | | | | | |  |
|  |  |
|  | **Additional Information** | | |  |  |  |  |
|  |  | | | | | |  |
|  |  |
|  |  |  |  |  |  |  |  |
|  | **Delivery details** | |  |  |  |  |  |
|  | Date of delivery | |  | | | |  |
|  | Time of delivery | |  | | | |  |
|  | Place of delivery | |  | | | |  |
|  |  |
|  |  |  |  |  |  |  |  |
|  | Payment details | |  |  |  |  |  |
|  | Charged to Room Nr: | | |  | | |  |
|  | Complimentary charged to : | | |  | | |  |
|  | **Approved by HOD: Name & Signature** | | | | | |  |
|  |  |
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