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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** |   |
|   |   |
|   |   |
|   |   |   |   |   |   |   |   |