

Request for Paper & Plastic Goods for PFA Function

NB: If the event is for 50 or less, use china and glass from the PFA kitchen, wash and return after use.

Event: _____

Date: _____

Time: _____

Set-up Time & Date (if different from above): _____

	Quantity
Large Dinner Plate – divided in 3 sections	
210 mm Round Paper Plate	
185 mm Round Paper Plate	
155 mm Round Paper Plate	
Paper Cup – Hot Drinks	
Plastic Cup – Cold Drinks	
Knife – Plastic	
Fork – Plastic	
Spoon – Plastic	
Teaspoon – Plastic	
Napkins – White	
Napkins - Blue	

Tablecloths

Tablecloth	Number of tables to be covered
White Standard grade	
White Premium grade	
P.S. Other color tablecloths can be ordered with 2 weeks notice	

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Phone or e-mail once this form is complete to arrange drop-off.