**79 Eton Street North Perth WA 6006**

**Ph: 08-9466  3124 - Mob: 0433  644  973 - Fax: 08- 9716  7321**

                         ABN 73 275 991 566

Dear valued Customer

***Nanga Bush Camp catering special***

Thank you so very much for requesting a quotation for your event at Nanga Bush Camp in Dwellingup.

**Confirming your booking:**

1. Please find our initial quotation attached based on estimated numbers
2. Advise the registrar or the person handling the money in your organization as soon as possible to forward a deposit of **$500** via **cheque** to West Australian Caterers Pty. Ltd. or direct debit electronically to **ING Direct, BSB: 923-100 Account number 60138619** to secure your booking.
3. As we know numbers are likely to change before commencement of camp we would like you to use the same **‘Quotation Form’** and update the information in it **no later than 14 days** prior to the event, then forward the updated form to wac-office@iinet.net.au again so we know what to expect.
4. Please note that we will need to charge for last confirmed numbers as a minimum. Nevertheless, if your numbers should increase marginally just before commencement of the event, that’s OK, the difference in costing will be reflected in the invoice. However, you will need to let us know as soon as possible if this is the case.
5. **Our Service:**

Our service includes menu planning, supply and preparation of food. Meal times will be arranged at your convenience.

1. **Your Responsibilities:**

Unless otherwise specified, the cleaning and organization of the dining hall (i.e. cleaning of dining hall tables and sweeping of floors, etc.) is your responsibility as well as the washing of the glasses, crockery and cutlery ***(Note that we can supply a dish washing/cleaning service for a surcharge if requested)***.

1. **Feedback:**

We would love to have your feedback on our performance after completion of your event. Thus, giving us only 5 minutes of your time (and it really is only 5 minutes- if not less) and providing us with a few details of your catering experience with us will put you in the draw to win either a **$500 discount** on your next booking, or we will pay your win as a **$300 cash price** if this is more valuable to you.

We trust these arrangements meet with your approval and look forward to hearing from you very soon.

If we can be of any further assistance, please do not hesitate to contact us Monday to Thursday from 10am to 5pm on 08-9466 -3124 or wac-office@iinet.net.au.

Sincerely

**Ashlee Milkins**

Office Administrator

Find the following documents attached:

* **1. Quotation Form**
* **2. Nanga Bush Camp Roast Dinner Special**
* **3. Nanga Bush Camp Roast Dinner and Breakfast Special**
* **4. Feedback Form**