



## Sapporo Steakhouse

4592 Klahanie Dr. SE  
Sammamish, WA 98028  
Tel: (425) 313-8883 / Fax: (425) 518-6675  
[www.sapporosteakhouse.com](http://www.sapporosteakhouse.com)

### CATERING REQUEST FORM

#### CONTACT INFORMATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Best Time to Contact: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### Deposit Information

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### EVENT DETAIL

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Will event be held

Inside or  Outside

Guests Attending:

Adults: \_\_\_\_\_ Children (Under 12): \_\_\_\_\_

Event Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Time: \_\_\_\_:\_\_\_\_

Pick-up Time: \_\_\_\_:\_\_\_\_

Length of time Catering services needed:

Start: \_\_\_\_: \_\_\_\_ End: \_\_\_\_: \_\_\_\_

#### Deposits and Cancellations

A Deposit of \$100 is required to secure your reservation. In the event of cancellation, Sapporo Steakhouse must be given a 7 day notice. Failure to provide adequate notice may result becoming forfeited.

#### Tax and Service Charge

All taxes will be added to all food and beverage purchases.

It may be required to add Service Charge and Delivery Fee because it really depend on what kind of services your request for your catering.

All prices are subject to change.

## FUJI GRILL CATERING ORDER FORM

Item#	Size	Tray Name	Quantity	Price
<b>Total</b>	<b>\$</b>			
Order taken by:				
<i>Manager Name:</i> _____ <i>Date:</i> _____				
<b>Additional Instructions:</b>				
_____				
_____				
_____				
<input type="checkbox"/> Sugar/Salt/Pepper	<input type="checkbox"/> Glassware	<input type="checkbox"/> Salad		
<input type="checkbox"/> Soy Sauce	<input type="checkbox"/> Tableware	<input type="checkbox"/> Dessert		
<input type="checkbox"/> Hibachi Sauces	<input type="checkbox"/> Dishware	<input type="checkbox"/> Beverage		
<input type="checkbox"/> Ginger Salad Dressing	<input type="checkbox"/> Chopsticks	<input type="checkbox"/> Coffee Set		
<input type="checkbox"/> A1 Steak Sauce	<input type="checkbox"/> Soy Sauce Containers	<input type="checkbox"/>		
<input type="checkbox"/> Ketchup	<input type="checkbox"/> Splitting Paper Plates	<input type="checkbox"/>		

Manager Name: \_\_\_\_\_ Customer Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_