



Memorandum
Catering Section

From: Catering Service Engineers Supervisor
Sonya Smith

To: All Headteachers

Tel : 01603 894298
Fax: 01603 894322

E. Mail: service.eng@ncsgrp.co.uk

Date: 09 May 2013

Re: Dinner Registers and Summary of Dinner Registers.

To assist us with ordering requirements could you complete the tear off portion at the bottom of this memo, then send, fax or e. mail me with details of the number of Dinner Registers and Summary of Dinner Registers you require for the year 2013-14 and return it to us no later than 3rd June 2013.

Thank you for your assistance.

PLEASE ENSURE THE SCHOOL NAME IS ENTERED

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School Name

Number of dinner registers required.....

Numbers of summary registers required

Please return to Sonya Smith, Catering Department, Norse Commercial Services, 51 Norwich Road, Horsham St Faith, Norwich. NR10 3HH