



*Memorandum*  
*Catering Section*

From: Catering Service Engineers Supervisor  
Sonya Smith

To: All Headteachers

Tel : 01603 894298

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

Date: 21 April 2015

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**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 or email me with details of the number of Dinner Registers and Summary of Dinner Registers you require for the year 2015-16 and return it to us no later than **12<sup>th</sup> June 2014.**

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 Equipment,**  
**Norse Commercial Services,**  
**51 Norwich Road,**  
**Horsham St Faith,**  
**Norwich.**  
**NR10 3HH**