



Memorandum

Catering Section

From: Catering Equipment Officer
S. Smith
Tel : 01603 222035
Fax: 01603 223106
E. Mail: sonya.smith.ncs@norfolk.gov.uk

To: All Headteachers

Date: 27 May 2003

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, fax or e. mail me with details of the number of Dinner Registers and Summary of Dinner Registers you require for the year 2002-03 and return it to us no later than **20th June 2003.**

Thank you for your assistance.

.....

School Name

Number of dinner registers required.....

Numbers of summary registers required

**Please return to Sonya Smith, County Hall Annexe, Catering Department, County Hall,
Martineau Lane, Norwich, NR1 2UQ.**