



# *Memorandum*

*Catering Section*

From: Catering Equipment Officer  
S. Smith  
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To: All Headteachers

Date: 15 April 2005

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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, fax or e. mail me with details of the number of Dinner Registers and Summary of Dinner Registers you require for the year 2005-06 and return it to us no later than **11th June 2005**.

Thank you for your assistance.

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**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.**