



FUNCTION QUOTATION

Westland Hotel Motel
 100 McDouall Stuart Avenue
 Whyalla Norrie SA 5608

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Name		Todays Date	
Company Name		Type of Function	
Address		Date of Function	
		Prior Setup Date	
Business No		Venue	
Mobile No		Confirmed	

MENU

Menu Details:	Menu Price Per Person	\$
	Adults @ \$	<i>Sub Total</i> \$
	Child @ \$	<i>Sub Total</i> \$
	Child @ \$	<i>Sub Total</i> \$
		<i>Sub Total</i> \$
	Menu Total	\$

HIRE		
		\$
		\$
		\$
		\$
		\$
	Hire Total	\$

BEVERAGES		
	Name of Person responsible for Bar Charges	
	Charge Limit	\$
		\$
		\$
		\$
	Beverage Total	\$

- Quotation is only valid for 2 months from 'today's date'. (on top right of form)
- Validation of pricing on confirmation of booking, please refer to our 'Terms and Conditions Form' and 'Function Room Hire Form' for further details.
- A business letterhead or purchase order will be required for all Company charges and must be organised prior to function commencement.

Menu Total	\$
Hire Total	\$
Beverage Total	\$
Sub Total	\$
Deposit Required	\$
Less Deposit Paid	\$
TOTAL PAYABLE	\$

ACCOUNT DETAILS

PAYMENT METHODS: (please circle)

CASH

VISA

AMERICAN EXPRESS

CHEQUE

MASTERCARD

DINERS CARD

DIRECT DEBIT INTO OUR BANK ACCOUNT PRIOR TO FUNCTION:

BSB: 105-054 ACCOUNT: 059760440 Email Remittance to:
info@westlandhotel.com.au

COMPANY CHARGES MUST BE APPROVED PRIOR TO FUNCTION COMMENCEMENT:

CHARGING BACK TO COMPANY YES NO

DO YOU HAVE A PRIOR ACCOUNT YES NO

COMPANY NAME;

COMPANY ADDRESS;

ATTENTION TO;

DEPARTMENT;

Name of Authorised Person:

.....

Signature of Authorised Person:

.....

Position Held With Company:

.....

Date: