

# Hammonds Catering Services



T: 01952 582969

E: [info@hammondscatering.co.uk](mailto:info@hammondscatering.co.uk) W: [www.hammondscatering.co.uk](http://www.hammondscatering.co.uk)

Hammonds Catering Services Ltd, Unit 4 Bridges Business Park,  
Bridge Road, Horsehay, Telford, TF4 3EE

Corporate Hospitality Catering/ Corporate Events/ Hot Drinks Service/  
Vending/ Daily Fresh Food Delivery Service/ Hog Roasts & BBQ's / Mobile Bar

**Corporate Buffet Menu**



## About Us

Over 30 years of steady growth has seen our family run business continue to develop its reputation and range of food and services, happily going that extra mile to strengthen long standing customer relationships by maintaining an effective and reliable service.

We believe that continuity of quality and service is paramount, which is why we produce our own sandwich fillings to the highest standards using 100% meats with no added preservatives, cooked each day on site. All our salads and bread products are purchased locally on a daily bases to ensure optimum freshness.

## Current Services

- Contract Catering Services
- Corporate Hospitality Services  
Open days / Meetings / Seminars / Product Launches
- Large Events catering for up to 500 people
- Tea and Coffee Services
- Wedding Catering offering a wide range of traditional and new contemporary menus.
- Private Event Catering  
Christenings / Funerals / Parties etc
- Hog Roasts and Barbecues
- Street Food & Themed catering
- Mobile Bar and Drinks Services (subject to conditions)

## About our menus

We have outlined some set menus which should be suitable for most occasions, **however, the menu choice is entirely yours and may be altered to add or exclude items as required.** A range of menus are available to suit special dietary needs and our Customer Services staff are always available to discuss your personnel dietary requirements in order to arrange a suitable menu.

When catering for more than 20 people you may wish to choose a combination of menus in order to provide a greater choice for your guests. We do also have other menus which cater for larger numbers and also include hot food.

If you require staff on site to serve and ensure the smooth running of the event, our waitress service is available for numbers in excess of 30 people and will include an experienced Manager on site.

All prices include the provision of disposable plates, cutlery, glasses, serviettes etc. China crockery, stainless steel cutlery and real glasses can be supplied with a service charge of 35p per item.

- All prices are subject to VAT

## Food Safety

Working at Hammonds Catering Services means giving a special responsibility for safeguarding the health of consumers and to ensure that the food is perfectly safe to eat. Our staff are trained and qualified to the highest standards and have a firm understanding of the importance of food safety and knowledge of the systems, techniques and procedures involved in the safe delivery of quality food to our customers.

Our production unit in Horsehay is purpose built, designed to enhance productivity and work flow whilst maintaining the highest standards of cleanliness expected from a food business.

Customers are encouraged to visit our site for inspection prior to engaging our services, as part of your own diligence process or to discuss your particular requirements with one of our buffet coordinators, who will be happy to give advice or design bespoke menus to suit your requirements and budget.

## Index

Tea & Coffee Service	3
Breakfast Menus	3
Cold Drinks	3
Sandwich Fillings	4
Special Dietary Requirements	5
Sandwich Platters	5
Lunch Bags	5
Menu 1— Working Lunch Menus	6
Corporate Menus	7
Ploughman Lunches	8
Sharing Boards	9
Nibbles/Canapes	10
Hot Food	11
Salad Menu	12
Desserts, fruit & Cakes	13
Additional Items	13
Order Process	14
Terms and Conditions	14
Contact Details	15



## Our Range of Fresh prepared Sandwich fillings:

### Regular Fillings

Turkey Salad  
Turkey, Stuffing & Cranberry  
Tandoori Chicken with Yoghurt & Cucumber salad  
Chicken & Ham (with mayonnaise)  
Chicken & Sweetcorn (with mayonnaise)  
Chicken Breast  
Coronation Chicken  
Chinese Chicken  
Cranberry Chicken  
Mexican Chicken  
Honey Chicken with Lettuce & Tomato  
Beef & Mustard or Horseradish  
Beef Salad  
Beef & Onion  
Pork, Stuffing & Apple sauce  
Pork Salad  
Ham  
Ham with Mustard or Tomato  
Ham Salad  
Ham & Coleslaw  
Ham & Cheddar Cheese  
Ham, Cheese & Tomato  
Ham, Cheese & Pickle  
B.L.T (with mayonnaise)  
Bacon & Egg (with mayonnaise)  
Red Leicester, Spring Onion & Celery (with mayonnaise)  
Cheddar Cheese & Onion  
Cheddar Cheese & Pickle  
Cheddar Cheese & Tomato  
Cheddar Cheese Salad  
Cheddar Cheese & Coleslaw  
Cheddar Cheese, Onion & Salad Cream  
Cheesy Egg  
Salad & Coleslaw  
Egg Salad  
Egg & Tomato  
Egg & Cress  
Soft Cheese & Cucumber  
Tuna Salad  
Tuna & Sweetcorn (with mayonnaise)  
Tuna & Cucumber  
Tuna, Peppers & Red Onion  
Salsa salad (ve)  
Mixed Salad (ve)  
Mango chuntesy, onion bhaji and lettuce (ve)  
Hummus, tomato and lettuce (ve)  
Falafal, hummus, tomato and lettuce (ve)

### Luxury Fillings

Turkey Breast & Salad  
Chicken Breast & Leafy Salad  
Chinese Chicken & Plum Sauce  
Sweet Chilli Chicken & Mixed Leaves  
Honey Roast Chicken, Lettuce & Tomato  
Chicken, Stuffing, Red Onion & Mayonnaise  
Chicken, Leafy Salad & Thai Honey Sauce  
Beef, Cream Cheese, Watercress & Horseradish  
Beef, Tomato & Horseradish Sauce  
Ham, Stilton, Lettuce & Tomato  
Ham, Tomato & Basil  
Ham Salad & Garlic Mayonnaise  
Ham, Cream Cheese, Tomato & Coriander  
Ham, Pineapple, Cream Cheese & Watercress  
Ham with Red Leicester, Celery & Spring Onion  
Bacon, Avocado, Tomato & Mayonnaise  
Bacon, Soft Cheese, Lettuce, Tomato & Basil  
Bacon, Brie & Cranberry  
Cheddar Cheese, Tomato, Spring Onion & Pickle  
Brie & Black Grape  
Brie, Mixed Leaves & Cranberry Sauce  
Mature Cheddar, Tomato & Coriander  
Mature Cheddar & Chutney  
Red Leicester, Celery, Spring Onion, Mayonnaise & Salad  
Red Leicester, Cream Cheese, Horseradish & Basil  
Soft Cheese & Strawberries  
Cream Cheese, Tomato, Pesto & Basil  
Emmental Cheese, Cherry Tomato & Basil  
Emmental Cheese, Pastrami, Gherkin, Lettuce and a BBQ Mustard dressing  
Hummus, Tomato, Olives & Mixed Leaves  
Tuna, Egg & Salad (with mayonnaise)  
Prawns in Seafood Sauce & Salad  
Prawns & Avocado in Seafood Sauce  
Red Salmon & Cucumber  
Smoked Salmon & Herb Salad  
Smoked Salmon, Soft Cheese & Watercress

Only 100% meats are used for all our fillings and are cooked daily on site.

In addition we prepare all our own sandwich fillings in order to offer a varied and interesting range, and purchase fresh salad daily to ensure the optimum freshness of our products.

We offer a choice of fillings from our Regular and Luxury ranges.

## Special Dietary Requirement's

All our menus can be adapted to cater for most special dietary needs please let us know your dietary requirements.

Vegetarians - we try to keep all vegetarian products separate on all our buffets so please let us know if any known vegetarians are to be catered for and we will ensure that this is the case, the alternative is to request that each of the vegetarians have a separate plated meal

Nut Allergies - We can exclude nuts from any of our menus but we need to point out that our food is prepared in an environment where nuts are stored and used on a daily basis. We will also ensure that products produced by a third party do not contain nuts as an ingredient however many of them have been produced in an environment that also processes products containing nuts. The food for the nut allergy guest will be served on a separate plate

### Separate Plated meals for Special Diets

Our finger buffet and knife and fork buffet menus can be adapted to suit the needs of those guests with a special dietary requirement. Their food will be served on a separate platters and will include a good selection of savouries.

## SP1 - Sandwich Platters

Platters of sandwiches with white, wholemeal and granary breads with a choice of fillings from our regular range.

Prices are based on 1.5 rounds per person

Regular fillings—£4.90 per person

Luxury fillings—£6.70 per person

Potato crisps can be included for an additional charge of 50p per person.

## Lunch Bags

WSA	£6.75	WSB	£8.65
Sandwich with a regular filling of your choice.		Filled Sandwich, Roll with a regular filling, Salad box or Pasta Pot of your choice.	
Piece of Fresh Fruit		Piece of Fresh fruit	
Cake Slice		Packet of Walkers Crips	
Packet of Walkers crisps		Cake Slice	
Carton of orange Juice or bottle of water		Mini chocolate bar	
		Carton of orange Juice or bottle of water	

Please inform us of any dietary requirements when the order is placed. Any number of people can be catered for including individual plates for one person. Please do call the office if you require any information on any of our products or procedures

Your choice of fillings ( see previous page) can be left to us and we will ensure that a varied and interesting selection is included.

However, if you would like to select your sandwich fillings or have any preferences please note these on your order form

## Menu 1- Working Lunch Menu – £6.95

Our working lunch menus include sandwich platters with white, wholemeal and multigrain bread accompanied by potato crisps and a selection of savouries of your choice. This is accompanied by a choice of either cakes or fresh fruit.

Please choose 3 savoury items from the following selection:

Sausage Rolls  
Savoury Picnic Eggs  
Mini Cocktail Sausages  
Moroccan Cauliflower Bites  
Crostini's with various toppings  
Vegetable Spring Rolls  
Cheese, Pineapple and Grapes on sticks  
Mozzarella Sticks  
Sweet Potato Falafels  
Filled Potato Skins with Red Leicester, Celery & Spring Onion (v)  
Filled Potato Skins with Coronation Chicken  
Mini Pizza  
Cheese and Chilli bites  
Blinis with various toppings

### **Fruit/ Cakes**

Please choose either a fruit bowl or one of our cake selection:

Fresh Fruit Bowl  
Cake Slice selection  
Doughnuts  
Scones with butter and jam

### **Sandwich Fillings for Working Lunch Menus**

Ham	Tuna & Cucumber
Ham with Dijon or English Mustard	Tuna & Sweetcorn
Ham, Cheese & Pickle	Egg & Cress
Ham Salad	Cheddar Cheese & Pickle
Ham & Tomato	Cheddar Cheese & Onion
Turkey Salad	Cheddar Cheese & Tomato
Turkey, Stuffing & Cranberry Sauce	Cheddar Cheese & Coleslaw
Pork, Stuffing & Apple sauce	Soft Cheese & Cucumber
Chicken & Ham	Red Leicester, Spring Onion, Celery &
Coronation Chicken	Mayonnaise
Chicken & Sweetcorn	

Working Lunch

Menu

(v) Suitable for Vegetarians

## Menu 2

### Finger Buffet £7.95

Platters of Sandwiches, Rolls and Continental Breads with our Regular Fillings and Potato crisps. Plus a choice of the following :

#### Menu 2A

Traditional Pork Pie  
Sausage Rolls  
Chicken & Chorizo Skewers  
Crostini's with a variety of toppings  
Mozzarella Sticks (v)  
Indian Savouries with a yoghurt & mint dip (v)  
Mini Tartlets filled with a Chicken mix

#### Menu 2B

Tandoori Chicken Skewers  
Mini Pizza (v)  
Greek Skewers (v)  
Blinis with a variety of toppings  
Potato Skins filled with Red Leicester, Celery & Spring Onion (v)  
Ham, herb cheese & rocket wheels  
Mini Duck Spring Rolls

#### Menu 2C

Vol-au-vents with various fillings  
Glazed Mini Sausages  
Vegetable Spring Rolls (v)  
Potato Skins filled with Red Leicester Cheese, Spring Onion & Celery (v)  
Goats Cheese & Continental meat Pintxo  
Spicy Chicken wings  
Sausage Rolls

#### Menu 2D

Chicken Goujons  
Quiche (v)  
Chilli and Cheese Pickers (v)  
Potato Skins filled with Chicken Mix  
Sweet Chilli Chicken Skewers  
Falafels served with a Salsa Dip (v)  
Goats cheese & Continental Meat Pintxo

## Menu 3 (minimum order 8 people)

### Finger Buffet £9.95

Platters of Sandwiches, Rolls, Continental Breads and Wraps with a choice of fillings from our Luxury and Regular range. Accompanied by Potato Crisps and Tortilla chips with a Mexican dip and olives.

#### Menu 3A

Jerk Chicken and Pineapple Skewers  
Blinis with a selection of Luxury toppings  
Chorizo and King Prawn Skewers  
Tuna & Roasted Pepper Pintxo  
Indian savouries with a yogurt and mint dip (v)  
Sweet chilli pigs in blanket  
Potato skins filled with Red Leicester, Celery And Spring Onion (v)  
Mini Savoury Scones

#### Menu 3B

Traditional Pork Pie  
Sausage Rolls  
Beef wheels filled with Cream Cheese, Horseradish and Watercress  
Tempura Prawn with a Tartar sauce dip  
Smoked Salmon and Egg Mayonnaise Pintxo  
Tomato, pesto and feta bites (v)  
Stilton & Caramelised Pear tartlets (v)  
Vegetable Sticks served with a dip (v)

#### Menu 3C

Chicken, Parma Ham and Pineapple Skewers  
Chicken Goujons with a Mexican Dip  
Devilled Eggs (v)  
Pintxo—Cos Lettuce with King Prawns and Rose Marie Sauce  
Chilli Prawn Filos with a Sweet Chilli sauce  
Goats Cheese and Chutney served on Savoury Crackers  
Cheese, Salami and Cherry Tomato Skewers  
Cream Cheese and Red Onion marmalade  
Tartlets (v)

#### Salads

Why not add some salad dishes onto your order - £2.25 per person.

Please refer to our salad menu

Corporate

Hospitality

Services

Open days

Meetings

Seminars

Product launches

Menu 2—please feel free to mix and match choosing 7 savoury items

Menu 3—please feel free to mix and match choosing 8 savoury items

(v) Suitable for Vegetarians

## Menu 4 - Ploughman's Lunches

### Menu 4A - Ploughman's - £9.95

Freshly Carved Ham served with English Mustard

Cheeseboard - selection of English and Continental cheeses served with Grapes

Traditional Pork Pie

Freshly Baked Sausage Rolls

Vegetarian Quiche

Mixed Salad and Coleslaw

Breads—selection of rustic breads served with butter

Savoury Crackers

Pickles Onions and Ploughman's pickle

- Minimum order - 6 people

### Menu 4B - Luxury Ploughman's Lunch - £12.95

Freshly Carved Ham served with English and Dijon Mustards

Topside of Beef served with horseradish sauce

Roast Turkey Breast Crown served with cranberry sauce

Coronation Chicken—chicken breast served in a mild curry sauce

Cheeseboard - selection of English and Continental cheeses served with Grapes

Traditional Pork Pie

Freshly Baked Sausage Rolls

Scotch Eggs

Quiche slices

Salads - 2-3 salad dishes of your choice

Breads—selection of rustic breads served with butter

Savoury Crackers

Pickles Onions, Fruit chutney and Olives.

- Minimum order - 10 people

Daily Fresh

Food /

Snack Trolley

(v) Suitable for Vegetarians

## Sharing Platters/ Boards (luxury knife and fork buffet)

£14.75 per person (excluding fish items\*)

£17.50 per person

- Minimum order 10 guests

### Meat / Poultry Platters

Topside of Shropshire beef served with horseradish sauce and English mustard

Honey Roasted gammon served with a mustard of your choice

Turkey Breast Crown served with cranberry sauce

Coronation Chicken – chicken breast served in a mildly spiced sauce with a sprinkling of coriander

Roast Leg of Locally sourced Pork served with apple sauce

Continental meat platters

Traditional Pork Pie

Homemade Scotch Eggs

Chicken Liver Pate served with an apple, apricot and walnut chutney

Spicy Chicken Wings

Quiche Lorraine

### Fish Platters

Scottish smoked salmon served with a Yogurt, horseradish and watercress dressing \*

Fresh Salmon – oven baked in white wine and herbs, garnished with King Tiger prawns \*

Smoked Mackerel Pate

King Tiger Prawns in a Rose Marie Sauce \*

### Vegetarian Platters

Cheeseboard – 3 choices of cheese accompanied by grapes and a fruit chutney:

Roast Vegetable and hummus Tart

Goat's cheese and sundried tomato tarts

Coronation Eggs

Mediterranean stuffed peppers

Falafels with tomato and lime salsa and served in flat breads

Spanish Tortilla

Stilton and Broccoli Quiche

Hummus served with pitta bread

Aubergine and coriander dip served with pitta bread

TRIO of Melon Slices

Salad Dishes - See our salad menu

### Accompaniments

Olives, sun dried tomatoes, roasted almonds, chutneys, pickles, mayonnaise, potato crisps.

Breads – included on all menus and accompanied by butter and olive oil/ balsamic dip

**Make your choices from the menu above and the amount of dishes you can choose is detailed below:**

No. of guests/ amount of dishes	Platters/ Boards	Salad Dishes	Accompaniments
10 –20	6	2	3
21 –30	7	3	4
31-40	8	4	5
41 +	9	4	6

Sharing

Platters

# Canape Menu

Ideal for drinks receptions (No sandwiches or rolls included)

- Minimum order 10 people

Please make your choices from the savoury and sweet canapes listed below:

- Rare beef wheels filled with cream cheese, watercress & horseradish
- Prosciutto wrapped melon balls
- Stilton and peach wrapped in Parma ham
- Jerk chicken & pineapple skewers
- Duck liver pate on mini crostini topped with real ale chutney
- Cumberland chipolata sausages roasted in honey and Dijon mustard
- Chorizo and chicken skewers
- Greek skewers (v)
- Savoury cheese tartlets topped with piped cream cheese and red onion marmalade (v)
- Melon, feta and mint (v)
- Red Leicester, spring onion and celery filled potato skins (v)
- Goats cheese, caramelized red onion with roasted peppers filled tartlets (v)
- Tandoori chicken and mint yoghurt sauce mini wraps
- Tempura prawn skewers
- Chilli prawn filo's with tartar sauce dip
- Smoked salmon cream cheese tartlets or crostini
- Marinated King Tiger prawn mini skewers
- Chicken Goujons and salsa dip
- Mini Indian savouries with a cool mint yoghurt dip (v)
- Falafels served with salsa (ve)
- Cured meats on seeded artisan breads
- Caramelized pear and blue cheese tartlets (v)
- Rustic breads topped with goats cheese (v)
- Smoked mackerel blinis/potato skins
- Sweet chilli pigs in blanket
- Roasted vegetable skewers (ve)
- Vegetable crudites served with dips (ve)

Selection of mini cakes/ Fruit canapes:

- Chocolate Brownies
- Assortment of Mini cakes
- Fresh fruit skewers

No of Items	Price p.p	No of Items	Price p.p	No of Items	Price p.p
6	£5.70	7	£6.30	8	£6.80
9	£7.65	10	£8.50	Additional items over 10—95p per canape	

## Hot Food—£7.95 per person

- Minimum order 10 people per menu choice
- A minimum of 48 hours notice is required
- All hot food freshly made and prepared in our kitchens
- Vegetarian alternatives available

### Jacket Potatoes

Served with a side salad and a choice from the following fillings

Beef chilli

Baked Beans

Cheddar Cheese

Coleslaw

Coronation Chicken

Tuna mayonnaise

### Pizza

Thin based pizza with a variety of toppings served with garlic bread, potato wedge or chips, coleslaw and mayonnaise

### Pork Baps

Leg of pork served with apple sauce, stuffing and gravy in a freshly prepared white bap and accompanied with coleslaw and a mixed salad

### Turkey Baps

Crown of turkey served with cranberry, stuffing and gravy in a freshly prepared white bap and accompanied with coleslaw and a mixed salad

### Beef Burgers

Locally sourced homemade beef burgers served in a freshly prepared roll with cheese slices, fried onions, potato wedges or chips with salad and tomato ketchup

### Hot Dogs

Shropshire Pork Butchers Sausages served in freshly prepared rolls with chips, fried onions, tomato ketchup and mustard

### Chili Con Carne

Made with prime minced beef, medium spiced with fresh chillies and spices. Served with boiled rice, grated cheddar cheese and garlic bread or nachos

## Salad Menu

Mixed Salad – lettuce, tomatoes, cucumber, onions, celery, peppers etc.

Summer Salad – fresh mixed salad with goats cheese, walnuts and pomegranate.

Coleslaw – white cabbage, carrot, spring onion, peppers, mayonnaise

Celery & Apple – celery, apple, sultanas, dressing

Rocket, feta and beetroot salad with chopped walnuts and a balsamic dressing

Greek Salad—tomatoes, cucumber & peppers topped with feta cheese & olives

Baby Potato Salad – new potatoes, chives, mayonnaise

Bombay potato – new potatoes, sultanas, curry mayonnaise

Sweet Potato Salad with red onion and chives in honey vinaigrette

Chinese Noodle Salad, with vegetables in a hoi sin sauce dressing

Couscous with pomegranate, fresh herbs, crumbled feta cheese and a hint of citrus

Tabbouleh—bulger wheat with sweet tomatoes, red onions, parsley, mint in a citrus dressing

Spicy Chicken Pasta Salad – pasta, chicken, peppers, curry dressing

Bacon Pasta Salad – pasta with smoked bacon, apple, celery, asparagus, lemon juice, turmeric and dressing

Tuna & Pasta Salad – pasta, tuna, sweetcorn, mayonnaise

Vegetarian Pasta Salad –pasta, carrot, peppers, tomato, mixed beans and sweetcorn

Rice Salad with asparagus, mint, mozzarella and peppers

Curried Rice Salad—Rice, carrot, peppers, sultanas, curry dressing

Salads can be  
added to any  
buffet at an  
additional cost  
of £2.25 per  
person \*

## Cakes/ Desserts/ Fresh Fruit/ Cheeseboards

Jam Doughnuts	£1.00
Danish Pastries	£1.90
Cake Slice Selection	£1.90
Large Muffins	£1.90
Scones served with butter and jam	£1.90
Scones served with fresh cream & jam	£2.50
Scones served with clotted cream & jam	£2.95
Luxury Mini Cakes (3 per person)	£3.25

### **Homemade desserts** (minimum order 20 people) £5.45

- All served with fresh cream
- Cheesecakes - Madagascan vanilla, lemon, strawberry or white chocolate  
Chocolate Brownies served with fresh berries  
Strawberry Pavlova (can be served as a whole or individuals)  
Mixed Berry Eaton Mess  
Rich Chocolate Torte

### **Fresh Fruit**

Fresh Fruit Skewers	£2.10
Pieces of fruit served on mini skewers melon, orange, pineapple, plum, strawberries, grapes, kiwi, etc.	
Fresh Fruit Platter	£2.95
Slices of fresh seasonal fruit	
Fruit bowl	£1.25
Whole fruits in a basket - apples, oranges, pears, banana, grapes etc.	
Strawberries and cream (subject to availability)	£3.50
Fresh Fruit Salad	£3.00

### **Cheeseboard** (minimum order 8 people) £4.95

Selection of English and Continental cheeses served with crackers and accompanied by pickles, fruit chutney, grapes and olives

## Breads/ Nibbles

Rustic Breads with olive oil/balsamic dips & olives	£2.05 per person
Pickle selection - onions, gherkins, beetroot etc.	£1.05 per person
<u>Extra bowls of Crisps/ Nibbles (for 5 people)</u>	
Potato crisps	£2.20 per bowl
Sweet Chilli Crisps	£2.45 per bowl
Tortilla Chips with a Mexican dip	£2.75 per bowl

Why not add on

one of our

desserts?

## Ordering Procedures

To place an order please complete one of our Corporate Buffet Order Forms forward to our Horsehay office by email to [info@hammondscatering.co.uk](mailto:info@hammondscatering.co.uk)

The order form can be found on our website [www.hammondscatering.co.uk](http://www.hammondscatering.co.uk) or you can contact our office between the hours of 7am—3pm on 01952 582969 and we will email a copy over to you. Out of office hours please do leave us a voice message which we will pick up the following morning. Upon receipt of an order the booking will be made and confirmation will be forwarded to you within 24 hours. Please do not phone through your order unless you need to discuss it, or if you want to make a late booking i.e. placing the order on the day of delivery.

## Minimum Orders

To aid the cost effectiveness of our business and maintain price structure, it is necessary that we apply a minimum order quantity unless otherwise agreed prior to order which is 5 people unless detailed otherwise on the menus.

## Late Bookings

We will always try to accommodate late bookings, but pre-planned production may have an impact on the time we have available to deliver the buffet. Late orders may also be subject to changes to the chosen menu depending on availability. Due to increasing demand we would highly recommend allowing a minimum of two days notice when placing an order. To place an order on the same day as delivery, please phone our office as early as possible on 01952 582969 and you will be advised of available delivery times. You will then be required to send through the order by email in the usual way.

## Cancellations

Monday to Friday (ex bank holidays) - A minimum of 24 hours notice is required for all buffets catering for over 20 guests. Cancelled orders for under 20 guests can be accepted up until 7am on that day. No charge will be made for the cancelled order complying with the above deadline however cancellation received after 7am may have to be charged in full.

Saturday to Sunday - We do require a minimum of 48 hours notice for any cancelled orders being held at the weekend.

## Terms and Conditions

### Complaints Procedure

If you encounter any problems with an order no matter how small, please notify our office immediately on receipt of the buffet and we will do everything possible to rectify the situation straight away. All feedback from our customers is acted upon and very much appreciated.

### Delivery/Collections Procedures

To aid the cost effectiveness of our business we operate a 'drop and go' delivery service and buffets should be ordered with a delivery time 30 minutes prior to the planned time to eat. This will ensure that you orders are received in time, allowing for any foreseen delays encountered on the delivery schedule. The collection of all platters, baskets, crockery etc will normally be undertaken the following day between the hours of 8:30am and 10:30am. **Please arrange for all equipment (including all platters and baskets) to be ready for collection**—any missing or damaged items will be charged for at full replacement cost.

### Delivery Charges

Due to vehicle running costs it has been necessary to apply a delivery charge of £3.30 for each delivery within a 6 mile radius of Telford. For multiple deliveries to one premises the charge will be split pro-rotta. No delivery charge will be made for morning/afternoon refreshments when a lunch has also been ordered. Deliveries outside of the Telford area may be subject to an additional delivery charge, this will depend on the numbers being catered for and the chosen menu.

### Invoicing Procedures

Please ensure that any specific instructions regarding invoicing are detailed on the order form. Payment can be made by bank transfer, business credit/ debit card (2.75% charge), cheque or cash. Our bank account details are available on request. Once an account has been set up we can offer 30 days credit terms. These credit terms do not apply to payment by credit card which will be processed on the day the supply is made. Our credit terms are strictly 30 days and we reserve the right to apply interest at 5% per month on all overdue accounts.

## How to Contact Us

Hammonds Catering Services Limited

Unit 4

Bridges Business Park

Horsehay

Telford

TF4 3EE

T: 01952 582969 S: 01743 718477

E: [info@hammondscatering.co.uk](mailto:info@hammondscatering.co.uk)

W: [www.hammondscatering.co.uk](http://www.hammondscatering.co.uk)



CIEH Registered Centre



## Beyond the Office

Did you know we offer bespoke catering for weddings, private celebrations, and large-scale corporate events? We pride ourselves on delivering more than just the traditional buffet, providing elevated dining experiences tailored to your occasion:

- **Gourmet BBQ & Hog Roasts/Trio of meats**
- **Artisan Sharing Boards** (hot and cold)
- **Formal Three-Course Dining**
- **Signature Hot Food Buffet** (lasagne, curries, chillies etc)

**Ready to plan your next event?** Contact the office today to explore our full range of services.