

【 E-mail 】

kaigishitsu-yoyaku@tbg.co.jp

【 FAX 】

03-6630-2757

〔Contact information〕

Tekko Executive Lounge & Conference Rooms
TEL 03-6630-2756

Beverage order sheet

Date _____

To order beverages, please fill out the necessary information in the form below and apply by either email or fax.
Please place your order at least 7 business days in advance.

| | | | |
|----------------|--|------------------|----------------------------|
| Corporate name | | Person in charge | |
| Date of use | | Venue | ROOM 1 ・ 2 ・ 3 ・ 4 ・ 5 ・ 6 |

| | Product name | Unit price (Excluding tax) | Amount | Delivery Time | Delivery place | Temperature |
|----------------|---|---|---------|---------------|----------------|--|
| Beverage | 【Paper pack】 | | | | | |
| | Fuji mineral water [330ml] |  | ¥ 160 × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | 【Plastic bottle】 | | | | | |
| | Water [555ml] |  | ¥ 160 × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | Green tea [525ml] |  | ¥ 160 × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | Water [285ml] |  | ¥ 140 × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | Green tea [280ml] |  | ¥ 140 × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | | | ¥ × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | | | ¥ × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| | | | ¥ × | : | | <input type="checkbox"/> Room <input type="checkbox"/> Refrigerated |
| Others | Product name | Unit price (Excluding tax) | Amount | | Delivery place | Remarks |
| | Paper cup | ¥ 20 | × | | | |
| | Plastic cup | ¥ 25 | × | | | |
| | Coaster | ¥ 10 | × | | | |
| Payment method | Credit card ・ Transportation Electronic Money ・ Invoice | | | | | |

| | |
|------------------|--|
| Remarks/Requests | |
|------------------|--|

| | | | |
|-----------------------|---|------------------------------------|-----------------------|
| For facility side use | <i>The above order has been accepted.</i> | | For facility side use |
| | Date | Received by Tekko Conference Rooms | |

*If you make any changes after placing your order, please fill out the field below and resend it.
(Please contact us at least 3 business days before the date of use.)

| | Change date | Contents before change | | Contents after change | receipt stamp | For facility side use |
|----------------------|-------------|------------------------|---|-----------------------|---------------|-----------------------|
| Change order details | / | | → | | | |
| | / | | → | | | |
| | / | | → | | | |

*If you wish to change or cancel your order, please contact us at least 3 business days before the date of use.