【 E-mail 】	【 FAX 】	〔Contact information〕
kaigishitsu-yoyaku@tbg.co.jp	03-6630-2757	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	【Aluminum bottle can】					
	Fuji mineral water [490ml] 	¥ 190 ×		:		☐ Room ☐ Refrigerated
	【Paper pack】					
	Fuji mineral water [330ml] 	¥ 170 ×		:		☐ Room ☐ Refrigerated
	【Plastic bottle】			:		
	Water [540ml] 	¥ 170 ×		:		☐ Room ☐ Refrigerated
	Green tea [650ml] 	¥ 190 ×		:		☐ Room ☐ Refrigerated
	Water [285ml] 	¥ 150 ×		:		☐ Room ☐ Refrigerated
	Green tea [280ml] 	¥ 160 ×		:		☐ Room ☐ Refrigerated
		¥ ×		:		☐ Room ☐ Refrigerated
		¥ ×		:		☐ Room ☐ Refrigerated

	Product name	Unit price (Excluding tax)	Amount	Delivery place	Remarks
Others	Paper cup	¥ 20 ×			
	Plastic cup	¥ 30 ×			
	Coaster	¥ 20 ×			
Payment method	**Credit card ・ Transportation Electronic Money ・ Invoice**				

Remarks/ Requests	

For facility side use	*The above order has been accepted.* Date Received by Tekko Conference Rooms	For facility side use

*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.