

Message For Management Message Taken By: _____

Today's Date:		Time Message Received:		
From: Mr/Mrs/Ms/Mx		Business/Organization (If Applicable):		
Contact Phone Number:		**Contact Email:		
Method of Contact (Circle One):	Called On Phone or Voicemail		Stopped in at Restaurant	
Reason for Calling (Circle one & Use Number For the Next Step):	Collation / Celebration of Life 1	Looking for Private Event 2	Large Dining Room Reservation of 35 or more 3	To Talk to Matt, Ryan, Chef, or Sandra 4

1 Collation Details:	Date and Time of Services:	Estimated # of Guests:	Name of Funeral Home:
	Name of the Deceased:		

2 Private Event (Lower Level)	Requested Dates & Time For Event:	Estimated # of Guests:	Type of Event (Reunion, Retirement, etc):
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3 Large Reservation 50 or More	Requested Date & Time:	Estimated # of Guests:	Celebration? (Baptism, Bday, etc):
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1,2,3,4 Messages/ Details	
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MANAGER ONLY: Call Back Date & Time:
