**[DATE]**

Dear valued clients,

 **RE: MEALS ON WHEELS NATIONAL RECORD ATTEMPT
DATE: WEDNESDAY 29 AUGUST 2018**

In celebration of this year’s National Meals on Wheels Day taking place on Wednesday 29 August, Meals on Wheels [SERVICE], along with other participating services across the state will attempt to break the National Record for the ‘most community meals produced within a five-hour period’.

2017 saw Queensland Meals on Wheels set the inaugural record at 708 meals produced. This year we look to smash that record with the help of our valued clients and services from all around the state.

We are encouraging all of our clients who may not usually order meals on a Wednesday to participate in the celebrations to allow us to produce the maximum number of meals possible. We ask you to order a meal from Meals on Wheels on Wednesday 29 August, and help contribute to the National Record. The meal that will be produced on the day will be roast chicken with gravy and roast vegetables (potato, beans and carrots).

If you would like to be part of Meals on Wheels’ celebrations, please either fill out the attached order form, or contact us on [PHONE NUMBER] to place an order of roast chicken, which will form part of our 2018 Meals on Wheels National Record!

This meal will be delivered on National Meals on Wheels Day (Wednesday 29 August 2018) and will cost [$XX].

If you have any further queries or questions relating to any of the above information, please do not hesitate to contact us.

We thank you for your ongoing support of Meals on Wheels.

Sincerely,

INSERT SERVICE NAME

INSERT ADDRESS

**SUBURB, QLD POSTCODE**

**ORDER FORM**

**Meals on Wheels**

[Service Address]

[Service Phone]

[Service Email]

|  |  |
| --- | --- |
| **Client Name:** |  |
| **Phone Number:** |  |
| **Address:** |  |
|  |
|  |
| **Delivery Date:** | Wednesday 29 August 2018 |
| **No. of Meals:** | \_\_\_\_\_\_ x Roast Chicken and Vegetables |
| **Payment Amount:** | $\_\_\_\_\_\_ = No. of Meals x $[PRICE OF ROAST CHICKEN] |

**Payment Option:**

To pay for your order, please include the exact payment in Cash or Cheque attached to this form. Alternatively, you may call [Service Phone] to make a Credit Card payment. Please indicate which payment option you have selected.

☐ Cash Enclosed ☐ Cheque Enclosed ☐ Telephone Order