

Your business name & contact number

Delivery Records

Date and Time of call.	Order number	Name and address of Customer	Details of allergen request. (For 14 allergens see list below)	Name of person taking call	Additional information/risks: e.g. Does the customer think they are infected with coronavirus? Aggressive Dogs? Access details?	Chef signature to confirm understanding of allergen request. Driver's signature to confirm they are aware of any additional risks.	Delivery clearly identified with allergen request.	Managers sign off. (including time and date)

The 14 allergens required to be declared by law are: Celery; Cereals containing gluten – including wheat, rye, barley and oats; Crustaceans – such as prawns, crabs and lobsters; Eggs; Fish; Lupin; Milk; Molluscs – such as mussels and oysters; Mustard; Tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts; Peanuts; Sesame seeds; Soybeans; Sulphur dioxide and Sulphites. The consumer may be allergic to other food allergens.