

Instructional Food Services Catering Order Form

NAME: <i>(IF NOT ON CAMPUS PROVIDE ADDRESS AND PHONE NUMBER)</i>		STAFF USE ONLY
DEPARTMENT:	EMAIL:	PHONE/EXT.
PAYMENT: Please note that all catering/food orders of \$100 or more must be accompanied by a PO#: _____		
ALL BOXES MUST BE COMPLETED		
NAME OF EVENT:	EVENT START TIME:	
DATE OF EVENT:	FOOD SERVING TIME:	
PICK UP <input type="radio"/>	*** CATERED *** <input type="radio"/> (ADDITIONAL CHARGES APPLY. CLIENT IS RESPONSIBLE FOR ARRANGEMENTS OF TABLES/CHAIRS, AV DELIVERY AND SET UP AT THEIR EVENT LOCATION)	
***EVENT LOCATION:		
PLEASE SEE MENU FOR CHOICES OR OPTIONS		
NUMBER OF SERVINGS:	NAME OF MENU CHOICE:	
LIST ANY SUBSTITUTIONS OR CHOICES:		
OTHER INSTRUCTIONS:		

BAKERY ORDERS

NAME: (IF NOT ON CAMPUS PROVIDE ADDRESS AND PHONE NUMBER)		STAFF USE ONLY
DEPARTMENT:	EMAIL:	PHONE/EXT.
PAYMENT: Please note that all catering/food orders of \$100 or more must be accompanied by a PO#: _____		
Cookie Orders: <input type="radio"/> Regular -- # of DZ _____ Assortment/Kind: _____ <input type="radio"/> Small -- # of DZ _____ Assortment/Kind: _____ <input type="radio"/> Specialty -- # of DZ _____ <i>Minimum of two dozen</i> <u>Special Notes:</u>	CAKE ORDERS: CAKE SIZE: _____ CAKE FLAVOR: _____ CAKE FILLING: _____ FROSTING: _____ Special Writing on Cake:	
MISC. BAKERY ITEMS ORDER OR ADDITIONS:		
Notes or Instructions:		