

TACO CABANA'S PURCHASE ORDER PROCESS

- Call the Taco Cabana's Catering @ 210-760-1524 or email rthurman@tacocabana.com. Contact person: Renee Thurman - Catering Sales Manager.
- Place the order by phone or email. A quote/invoice will be emailed to you. If you order by phone, make sure that you give your email address, date, and time for pick up, style of service: delivery, pick up or full service, guest count, address and room/ste/flr, and po number. If you order by email, you will receive an email with a quote/invoice.
- Type up purchase order and add the quote/invoice to the PO for approval.
- Once purchase order is approved, print out the purchase order and email it to the Catering Sales Manager.
- Taco Cabana requires **48 HOURS** in advance to order by purchase order. Please coordinate accordingly.
- Make sure to bring the purchase order and invoice for pick up. **THEY WILL NOT RELEASE THE ORDER WITHOUT THE PURCHASE ORDER.**

Please let me know if you have any question.

Thank you,
Purchasing Department



TC ON WHEELS

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WEDDINGS | PRIVATE EVENTS | QUINCEAÑERAS | FUNDRAISERS**

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TO RESERVE CONTACT RENEE AT:

RENEE THURMAN • 210.760.1524 • RTHURMAN@TACOCABANA.COM