BILL MILLER'S PURCHASE ORDER PROCESS

- Call the BILL MILLER'S CATERING @ 210-302-1500 – Any catering representative can help you out.
- Place the order. The representative will email a quote/invoice. Give them your email address and the date and time for pick up.
- 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 representative. Make sure you get the representative contact information.
- Bill Miller's requires 2 DAYS in advance to order by purchase order. This will give them time to fax the order to the store location. 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

CANCELLATION POLICY

If the order is canceled within 14 days prior to the event date, 20% of amount paid will be collected. This 20% may be applied to a future catering order, but the order must be placed within 30 days of your cancellation. However, an order canceled within 24 hours of the function will NOT be entitled to any refund and the food belongs to you. It will be your responsibility to make arrangements to pick up your food on the event date.

THANK YOU

We look forward to serving you! Your patronage is appreciated. If further information is needed, please do not hesitate to call our catering office Monday - Friday, 8:00 AM - 5:00 PM at 210-302-1500 or 1-800-339-3111

South San Antonio I.S.D, (Monday, July 19, 2021) E37204

Please sign, date and return the bottom portion of this page within 14 days of scheduling. You can mail it to the Bill Miller BBQ Catering Office at P.O. Box 839925 San Antonio, Texas 78283, fax to 210-302-1546 or scan an email signature back to the email address you received this contract from. Thank you.

*I have read and understood all the terms of my Catering Contract and acknowledge the fact that **no personal checks** are accepted when making any payments on my order.*

Sign Here:_____   Date:_____

Deposit Sent:_____ (If your event is on a Saturday)

2/21/2019 (12:11 pm)