Online Catering Order Form

Today's Date:	Event Information	Additional Information for Caterer
Contact Person:		
Email:		
Phone:		
Location/Room #		
Purpose of Event:		
Date of Event:		
Event Start Time:		
Event End Time:		
No. of Guests:		

# Guests	Description of Items and/or Menu	Price
	All paper goods are included with catering event	
	The catering department will pick up all service ware after catering event.	
	Additional charges may be added to invoice if service ware is not returned.	
	Note: To be filled out by caterer -Total $	

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