

# Catering Order Forms

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**ALL ORDERS MUST BE RECEIVED BY THE FOOD SERVICE DEPARTMENT  
2 BUSINESS DAYS PRIOR TO THE DAY OF THE EVENT**

**Please note that a labor charge of up to \$45 per hour will be charged for services  
rendered outside school hours**

**Complete this form and fax or email it to the Food Service Office**

**A service charge of 10% will be added to all catering orders**

**Call the Food Service Office for quotes on special requests**

Meeting Name: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Ordered By: Name: \_\_\_\_\_

Department: \_\_\_\_\_

Billing Department: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Rate	Hours	Food Service Use Only:		Cost of Food:	
		Labor		Labor Cost:	Misc. Cost: _____
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
		Total	\$0.00	Sub Total: _____	

\_\_\_\_\_

**Total Charge:** \_\_\_\_\_

**BBQ GRILL RENTAL**      Number of Grills      1      \$55.00 GRILL      Cost

Beverage Services:      Number of People:      \_\_\_\_\_

Quantity Needed

Regular Coffee	\$0.85 Per Person	Cost	\$0.00
Decaf Coffee	\$0.85 Per Person	Cost	\$0.00
Tea	\$0.85 Per Person	Cost	\$0.00
Orange Juice 4 oz.	\$0.30 Each	Cost	\$0.00
Bottled Water 16 oz.	\$0.30 Each	Cost	\$0.00
Bottled Water 16 oz.	\$11.45 Case (40 bottles)		\$0.00
Soda 12 oz can	\$0.40 Each	Cost	\$0.00
<b>Beverage Total</b>			<b>\$0.00</b>

Bakery:      Number of People:      \_\_\_\_\_

Quantity Needed

Bagels	\$7.00 Per Dozen	Cost	\$0.00
Mini Bagels	\$6.50 Per Dozen	Cost	\$0.00
Mini Danish	\$12.50 Per Dozen	Cost	\$0.00
Mini Muffins	\$11.00 Per Dozen	Cost	\$0.00
Donuts	\$12.00 Per Dozen	Cost	\$0.00
Mini Donuts	\$19.00 2 Dozen	Cost	\$0.00
<b>Bakery Total</b>			<b>\$0.00</b>

Platters:      Number of People:      \_\_\_\_\_

Quantity Needed

Fresh Fruit Platter Small	\$26.50 Each	Cost	\$0.00
Fresh Fruit Platter Large	\$39.00 Each	Cost	\$0.00
Cheese Platter Small	\$19.50 Each	Cost	\$0.00
Cheese Platter Large	\$30.00 Each	Cost	\$0.00
Vegetable Platter Small	\$19.50 Each	Cost	\$0.00
Vegetable Platter Large	\$30.00 Each	Cost	\$0.00
Gourmet Cookie Platter Small	\$16.25 Each	Cost	\$0.00
Gourmet Cookie Platter Large	\$32.50 Each	Cost	\$0.00
Chocolate Chip Cookies Small	\$16.50 Each	Cost	\$0.00
Chocolate Chip Cookies Large	\$28.00 Each	Cost	\$0.00
Dessert Bars Platter Small	\$20.00 Each	Cost	\$0.00
Dessert Bars Platter Large	\$35.00 Each	Cost	\$0.00
<b>Platters Total</b>			<b>\$0.00</b>

Platters:      Number of People:      \_\_\_\_\_

Quantity Needed

<b>Assorted Sandwich and Wrap Platter with Condiments</b>			
Number of People	\$6.95 Per Person	Cost	\$0.00

**Toss Salad Bowl with Dressing**

Number of People

\$3.50 Per Person

Cost

\$0.00

**Pasta or Potato Salad**

Number of People

\$3.00 Per Person

Cost

\$0.00

**Fruit Salad**

Number of People

\$3.75 Per Person

Cost

\$0.00

**Platters Total**

**\$0.00**