

**WHITSONS EDUCATIONAL
SERVICES CATERING REQUEST**

DATE OF SERVICE _____ REQUESTOR'S NAME _____

TIME OF SERVICE _____ TELEPHONE NUMBER _____

SCHOOL _____ MEETING HOST _____

ROOM #/NAME _____ NUMBER OF PEOPLE TO BE SERVED _____

BUDGET CODE TO BE CHARGED OR PARTY RESPONSIBLE FOR PAYMENT: _____

Beverages

Regular Coffee _____
Tea _____
Decaffeinated Coffee _____
Sanka _____
Hot Chocolate _____
Bottled Water _____
Assorted Juices _____
Assorted Soda _____
Other _____

Food

Muffins _____
Bagels _____
Large rolls _____
Sliced fruit _____
Whole fruit _____
Assorted Breakfast Pastries _____
Assorted Wraps _____
Assorted Sandwiches _____
Tossed Salad _____
Other _____

Special Instructions: _____

Please note that orders should be received at least 48 hours in advance of the event. Cancellations must be received 24-hours in advance or department will be charged.

SIGNATURE _____

DATE _____