

# Orange Coast Catering Order Form

<b>NAME:</b> <i>(IF NOT ON CAMPUS PROVIDE ADDRESS AND PHONE NUMBER)</i>			<b>STAFF USE ONLY</b>
<b>DEPARTMENT:</b>	<b>EMAIL:</b>	<b>PHONE/EXT.</b>	
<b>PAYMENT:</b> Please note that all catering/food orders of \$100 or more must be accompanied by a PO#: _____			
<b>ALL BOXES MUST BE COMPLETED</b>			
<b>NAME OF EVENT:</b>		<b>EVENT START TIME:</b>	
<b>DATE OF EVENT:</b>		<b>FOOD SERVING TIME:</b>	
<b>PICK UP</b> <input type="radio"/>	*** <b>CATERED</b> *** <input type="radio"/> (ADDITIONAL CHARGES APPLY. CLIENT IS RESPONSIBLE FOR ARRANGEMENTS OF TABLES/CHAIRS, AV DELIVERY AND SET UP AT THEIR EVENT LOCATION)		
<b>***EVENT LOCATION:</b>			
<b>PLEASE SEE MENU FOR CHOICES OR OPTIONS</b>			
<b>NUMBER OF SERVINGS:</b>	<b>NAME OF MENU CHOICE:</b>		
<b>LIST ANY SUBSTITUTIONS OR CHOICES:</b>			
<b>OTHER INSTRUC- TIONS:</b>			

# BAKERY ORDERS

<b>NAME:</b> <i>(IF NOT ON CAMPUS PROVIDE ADDRESS AND PHONE NUMBER)</i>			<b>STAFF USE ONLY</b>
<b>DEPARTMENT:</b>	<b>EMAIL:</b>	<b>PHONE/EXT.</b>	
<b>PAYMENT:</b> Please note that all catering/food orders of \$100 or more must be accompanied by a PO#: _____			
Cookie Orders:  <input type="radio"/> Regular -- # of DZ _____ Assortment/Kind: _____ <input type="radio"/> Small -- # of DZ _____ Assortment/Kind: _____ <input type="radio"/> Specialty -- # of DZ _____ <i>Minimum of two dozen</i>  <b><u>Special Notes:</u></b>		<b>CAKE ORDERS:</b>  <b>CAKE SIZE:</b> _____  <b>CAKE FLAVOR:</b> _____  <b>CAKE FILLING:</b> _____  <b>FROSTING:</b> _____  Special Writing on Cake:	
<b>MISC. BAKERY ITEMS ORDER OR ADDITIONS:</b>			
<b>Notes or Instructions:</b>			