

Burbank Unified School District 1900 W. Olive Avenue Burbank, CA 91506 Phone: 818-729-4539 Fax: 818-729-4570

Catering Request

Name of Group:	Date of Function:	
Contact Person:	Day of Function:	
Location of Catering:	Set Up Time:	
Serving Time:	Number of Guests:	
Billing Information:		
Memo:		

Quantity:	Menu Selection:	Total Cost:
Signature:		

This catering proposal serves as a breakdown of services discussed between you and the BUSD Food Service Department. Your amount could change pending any additional items added, increaed labor required, and/or delivery fees incurred. Your final invoice will be generated after the event and will reflect all charges pertaining to your order.

Appropriation numbers should be placed on catering request.

Delivery Fee \$10.00 - 9% sales tax added to all items

Please Note: Catering requests must be received in our office at least two (2) days in advance