

**ESCONDIDO UNION SCHOOL DISTRICT
NUTRITION SERVICES DEPARTMENT**

Adult Catering Request Form

Complete this form and submit to The Enlightened Bean at thebean@eusd.org two weeks before event. Please allow 3 days to receive a Confirmation Invoice. Missing information will delay processing.

ORDERED BY:

Contact Person: _____ Telephone: _____
 Email: _____
 School/ Department: _____ Order Date: _____

BILLING INFORMATION TO BE PAID BY: (CHECK ONE)

- Budget (BAC) _____
- Check # _____
- Other (Specify) _____

EVENT INFORMATION:

Date of Event: _____ Location: _____
 Name of Event: _____ Estimated Count: _____
 Set-Up Time: _____ End Time: _____

FOOD AND BEVERAGES ORDERED:

Description of Food Ordered From Catering Menu	Quantity	Unit Price	Total Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL COSTS:

- Set-Up Fee \$25.00
- \$25.00 Clean-Up Fee
- \$25.00 Service Fee

Rental Items:	Quantity	Unit Price	Total Price
Table Cloths \$6.00 each	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

DELIVERY CHARGE \$30.00

**Some Items available for pick up to avoid delivery charge
 Contact Catering Manager: thebean@eusd.org or 760.432.2331**

#thankyoufordiningwithEUSD