

## Catering With Class Catering Guide

**Our mission is to provide personalized service and delicious meals for any District related meetings or events. Your patronage supports LUSD Foodservice, and all funds stay within this department to further enrich our Child Nutrition Program.**

### **Pricing Information**

- ◆ There will be a \$20.00 delivery and set-up surcharge for each meal service.
- ◆ Orders of \$300.00 or more include delivery & set up surcharge.
- ◆ Menu prices include cost for disposable items such as plates, cups, cutlery, napkins and necessary condiments.
- ◆ The prices shown on the menu include service Monday through Friday beginning at 7:00 A.M. and concluding at 4:00 P.M. Service requested outside of these hours or on non-instructional days will require a special quote.

### **Ordering Information**

- ◆ To place an order, please contact Sheila Webb by email at [swebb@lodiUSD.net](mailto:swebb@lodiUSD.net) or by phone at (209)712-7164.
- ◆ All items must be ordered at least 10 working days in advance.
- ◆ Catering Order Forms can also be obtained at [www.lodiUSD.net](http://www.lodiUSD.net)
- ◆ Your order will be confirmed by e-mail or phone.
- ◆ Please contact Sheila Webb should you have any changes to the event location, date, time, or number of people attending.
- ◆ Three days minimum notice is required to cancel any job to prevent an additional service fee.
- ◆ Please note there is a 12 person minimum for breakfast and lunch orders and a 15 person minimum for dinners.

### **Payment Policy**

- ◆ Payment is needed within 30 days following the receipt of invoice.
- ◆ Prices do not include sales tax which will be added.
- ◆ Charges for any missing equipment will be added to billing.

### **Budget Express**

As a low cost alternative to our full service menu, our customers may pick up their menu selections from our catering kitchen rather than paying the delivery and set-up surcharge. Most of our menu selections are available for this option (excluding dinner meals) and includes all paper supplies and necessary condiments.