

CATERING ORDER

Food and Nutrition Services
Portage Township Schools

DATE: *AUGUST 8, 2018*

6270 US HWY 6 Potage, IN 46368
Phone 219-764-6268
Susan Guerrero, Assistant Food Service Director
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TO:
MICHELLE
STEWART

EXAMPLE

PREPARED BY	EVENT	LOCATION	DATE OF EVENT	NUMBER OF PEOPLE	TIME OF EVENT	FACILITY CONTRACT
James	New employee orientation	Willowcreek teachers lounge	September 8, 2018	10	11:30	n/a

QTY	ITEM	DESCRIPTION	UNIT PRICE		LINE TOTAL
10	Box lunch	Assorted breads, meats and cheeses	\$6.00		\$60.00
1	Cookies	Cookie tray	\$5.00		\$5.00
10	Waters	Bottles of water	.50		\$5.00

SPECIAL INSTRUCTIONS: Please send extra napkins and extra mayo packets

SUBTOTAL \$70.00

THANK YOU FOR SUPPORTING OUR CHILD NUTRITION PROGRAMS!