



Modesto City Schools
 Nutrition Services Center
 1200 North Carpenter Road
 Modesto, CA 95351
 (209) 574-1619 Fax (209) 574-1573



Catering Order Form

Catering Information: Please complete the following when placing a catering request. To ensure quality customer service, please email Janene Gonzalez (gonzalez.ja@monet.k12.ca.us) and CC Melissa Machuca-Zeoli (machuca-zeoli.m@monet.k12.ca.us) the catering request 5 working days in advance. Cancellation fee will be charged for any order cancelled less than 5 working days in advance. **A confirmation email will be sent to you when the order is placed. If you don't receive a confirmation email or for any catering questions, please call our office at 574-1619.**

Administrator's approval will be needed upon receipt of invoice when paying by expenditure transfer.

Function Name: _____

Time of Function: _____

Time of Delivery _____

Location for Delivery: _____

Please specify Room #, School and/or Department. _____ Tables are to be set up and ready for caterers to set up the catering at time of delivery.

Day & Date of Function: _____

Number of People: _____

Contact name of person meeting with the caterers at time of set up and phone number:

Name: _____ Phone Number: _____

To Whom and to What Department to Send Invoice _____

Catering Order:

Time we can pick up Catering supplies: _____

It is understood that any catering supplies not returned to Nutrition Services will be billed to the organization and/or department at replacement cost.