


NAME:
DEPARTMENT:
LOCAL:
ACCOUNT CODE:
NUMBER OF GUESTS:
<ul style="list-style-type: none"> • <i>A minimum of 48 hours notice is required for coffee orders and 72 hours for food orders</i> • <i>All deliveries require confirmation</i> • <i>Orders to be returned by fax or through internal mail</i>

DATE:
DELIVERY TIME:
DELIVER TO:
GROUPS UNDER 10 PEOPLE
PICK-UP TIME:
RETURN TIME:

HOT BEVERAGES	QUANTITY		QUANTITY
Coffee		Pastries	
1/3 pot (serves 8)		Scone	
2/3 pot (serves 16)		Muffin	
Full pot (serves 24)		Small Croissant	
Decaffeinated		Cinnamon Bun	
Hot water (carafe serves 10)		Assorted Selection	
Tea Regular		Cookies	
Herbal			
Cold Beverage		Fruit	
Apple Juice 1 L.		Apples	
Orange Juice 1 L.		Oranges	
Grapefruit Juice 1 L.		Banana	
Pitchers of Ice Water		Assorted Fruit	
Assorted Pop			

Platters – (1/2 serves 10 – Full serves 20)	Print Your Order and fax to: 250-365-6568 Or print and send through internal mail	
Veggies & Dip		
Sliced Fruit		
Cheese & Crackers		

Comments:
