

Events NYu

Lunch Catering Order Form

Please fax order to: 202-333-6123

Attention: Catering Office

Organization / Company Name:	
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Primary Contact:	
Primary Contact Phone:	
Primary Contact E-mail:	
Primary Contact Fax:	

Billing/Contact Address:		Suite # / Room Name	
City:		State:	
Zip Code:			

DELIVERY INFORMATION:

Site Contact Name:	
Site Contact Phone:	

DELIVERY Address:		Suite # / Room Name	
City:		State:	
Zip Code:			

Please allow 48 hours notice when placing orders (orders placed by 4pm, 2 days prior to delivery). Call an Events N Yu representative at 202-222-0948 to discuss last minute orders.

Name of Meeting/Event:	
Day & Date of Meeting/Event:	
Time of Meal:	
Delivery Time: (please designate a 30-minute window for delivery; we suggest that the end of the window be 5-10 minutes prior to the scheduled meal time):	
Number of Guests: (modifications can be made up until 4pm on the previous business day by calling 202-222-0948)	

ORDER INFORMATION – MAIN DISHES:

Main Menu Item #1:		Quantity (Minimum of 5 of each item):	
Notes/Comments:			
Main Menu Item #2:		Quantity (Minimum of 5 of each item):	
Notes/Comments:			
Main Menu Item #3:		Quantity (Minimum of 5 of each item):	
Notes/Comments:			

ORDER INFORMATION – SIDE SALADS, DESSERTS, BEVERAGES, SERVICEWARE:

Other Item #1:		Quantity (Minimum of 5 of each item):	
Notes/Comments:			
Other Item #2:		Quantity (Minimum of 5 of each item):	
Notes/Comments:			
Other Item #3:		Quantity (Minimum of 5 of each item):	
Notes/Comments:			

Delivery Notes & Comments:

Payment Information:

Credit Card #:
Credit Card Exp Date:
Name on Credit Card:
Signature:
Company Check: (an account setup form must be on file to pay with a company check).
Account: (an account setup form and approved credit application must be on file to pay on account).

A confirmation e-mail will be sent to let you know that this order was submitted successfully. You will receive an e-mail copy of the order within 24 hours from an Events N Yu representative.