

Catering Request



This catering request should be submitted electronically a **minimum of 10 days** prior to the event by email to bpacecafe@bpusd.net. You will receive an email confirmation once catering request is received. Please use a separate form for each catering event. **NO PHONE or EMAIL ORDERS WILL BE ACCEPTED.** Catering menu can be accessed at www.bpusd.net/adult (under Staff Resources, Flyers & Forms section). For additional information, please contact Jeff Palmer at (626) 939-4300 or by email at jwpalmer166@bpusd.net.

Event Date: _____	Event Time: _____
-------------------	-------------------

Contact Person: _____ Date: _____

School/Dept./Business: _____ Room/Office: _____

Phone No./Ext.: _____ Type of Event: _____
(i.e. retirement party, meeting, graduation reception)

Authorized Signature: _____

<input type="checkbox"/> ON-SITE ORDER Food set up time: _____ Clean up time: _____ Location: _____	<input type="checkbox"/> OFF-SITE ORDER Pick-up Time: _____ Pick up by (Name): _____ <input type="checkbox"/> Delivery Address: _____ Location: _____
---	---

ITEMS/SPECIFIC INSTRUCTIONS	UNIT PRICE	QUANTITY	TOTAL

FORM OF PAYMENT: Payment must be made 3 days prior to event. <input type="checkbox"/> School District Acct. No.: _____ <input type="checkbox"/> Check: <i>(Made payable to • Baldwin Park Unified School District / Maine Street Café)</i> 4640 Maine Ave. • Baldwin Park CA 91706 <input type="checkbox"/> Credit Card (Visa, Mastercard, Discover). Photo ID and Signature Required <input type="checkbox"/> Cash	SUBTOTAL 9.5% SALES TAX GRAND TOTAL
--	--

• FOR BPACE USE ONLY •

Approved by: _____ Payment amount received: \$ _____

MAINE ST. CAFÉ
 DISTRICT CAFÉ
 BADILLO
 Date: _____

INVOICE #: _____
 IN HOUSE CHARGE