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| Order Name: ***MPA Hooding Ceremony 2013***  |

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| http://evergreen.catertrax.com/images/campus_dining.png**Campus Dining Services at Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505(360) 867-5017  | INVOICE #1717**Friday, 6/14/2013**Ordered On: 5/21/2013**U** Confirmed **Confirmed**  |
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| Customer Information |  |

|  |  |
| --- | --- |
| First Name: | Janet |
| Last Name: | Hays |
| Campus: | Olympia Campus |
| Department: | MPA |
| Email: | haysj@evergreen.edu |
| Phone: | 5939 |
| Click Here ToView the Policies, Terms & Conditions.Enter Your Initialsto Accept.: | JH |

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| --- | --- |
| Payment Information |  |

|  |  |
| --- | --- |
| Payment Type : | Internal Invoice by Budget |
| Approval Email: | lyttlel@evergreen.edu |
| Org Number: | 25201 |
| Name of Billing Contact: | Lee Lyttle |
| Billing Contact Phone #: | 6678 |
| Billing Address including On Campus Mailbox: | Lab 1  |
| Meal and Light Refreshment Form Completed: | I accept | JKH |

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| Delivery / Pickup Information |  |

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| Method: | Delivery On Campus |
| Delivery Contact: | Janet Hays |
| Delivery Phone: | 206 235 2460 |
| Event Name: | MPA Hooding |
| Building: | CRC |
| Room #: | back gym |

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| Event Information |  |

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| Guest Count: | 360 |
| Pick-up/ Delivery Date: | Friday, 6/14/2013 |
| Room Availability Time: | 8:00 AM |
| Event Start Time: | 9:00 AM |
| Event End Time: | 12:00 PM |
| Food Clean-up Time: | 1:00 PM |

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| **FOOD** | http://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.** | **Price** | **Ext.** |

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| **Chicken Salad Tea Sandwiches - per dozen** | 12 | $8.66 | $103.92 |
| **Tuna Salad Tea Sandwiches - per dozen** | 12 | $8.66 | $103.92 |

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| **Spinach Dip** Sliced French Bread, serves 25 | 3 | $18.59 | $55.77 |
| **Vegetable Crudités**serves 25 **Ranch** **Sun-dried Tomato** | 4 | $32.15 | $128.60 |

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| **Vegetarian Platter**Grilled Vegetables, Tabbouleh, Hummus, Feta Cheese, Pita Slices, serves 25 | 4 | $45.88 | $183.52 |

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| **BEVERAGES** | http://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.** | **Price** | **Ext.** |

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| **House-Made Lemonade per gallon** | 18 | $8.49 | $152.82 |
| **Fresh Brewed Shade Grown Coffee - per gallon** **Non-dripping containers and plenty of half & half, please. Also ice water next to the coffee and hot water for tea.** | 24 | $18.17 | $436.08 |

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| **Assorted Hot Teas - per bag** **Non-dripping containers and plenty of half & half, please. Also ice water next to the coffee and hot water for tea.** | 20 | $1.28 | $25.60 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees.Internal: Ice Water and Compost Bin |

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| **Order Totals**  |
| **Sub Total** | $1,190.23 |
| **Order Total** | $1,190.23 |
| **Balance Due** | **$1,190.23** |

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| Special Instructions |  |

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| Coffee, tea and ice water ready at 8:30 am. The food, lemonade and water refresh set-up bet. 10:30am and 11:00.**Mattea and James -** Set-up for lunch service at am drop.Linen and Decor - 3 12` tables *Double Sided*5 Cambro`s Regular / 5 drip trays1 Luxus H.W. (no decaf)3 Pump Pots of half & half2 Lrg containers of SoySugars and Stir Stix (20 teas only)Table compost3 Round Chafers /3 Sterno`s / H.W. / Lighter6 Serving spoons16 tongs4 ladels (or sauce spoons for dressing) ***400 ea***. : Small Plates               Bev. Naps               Forks               Knives               Cold / Hot Cups4 Water Service Containers2 Back up "buckets" Iced Water (heavy on the ice)*2 Large Green* ***Compost*** *Bins***@ 10:30 bring:**Lemonade / refill w. water refreshFoodBaskets for pita and breadranch and sun dried dressings |

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