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| |  | | --- | | Order Name: ***MPA Hooding Ceremony 2013*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Top of Form   |  |  | | --- | --- | | 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** | | |  |  | | --- | --- | | Customer Information |  |  |  |  | | --- | --- | | First Name: | Janet | | Last Name: | Hays | | Campus: | Olympia Campus | | Department: | MPA | | Email: | haysj@evergreen.edu | | Phone: | 5939 | | Click Here To View the Policies,  Terms & Conditions. Enter Your Initials to Accept.: | JH |  |  |  | | --- | --- | | 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 | | |  |  | | --- | --- | | Delivery / Pickup Information |  |  |  |  | | --- | --- | | Method: | Delivery On Campus | | Delivery Contact: | Janet Hays | | Delivery Phone: | 206 235 2460 | | Event Name: | MPA Hooding | | Building: | CRC | | Room #: | back gym |  |  |  | | --- | --- | | Event Information |  |  |  |  | | --- | --- | | 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 | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **FOOD** | http://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **Chicken Salad Tea Sandwiches - per dozen** | 12 | $8.66 | $103.92 | | **Tuna Salad Tea Sandwiches - per dozen** | 12 | $8.66 | $103.92 |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  | | --- | --- | --- | --- | | **Vegetarian Platter**  Grilled Vegetables, Tabbouleh, Hummus, Feta Cheese, Pita Slices, serves 25 | 4 | $45.88 | $183.52 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **BEVERAGES** | http://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | \* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees.   Internal: Ice Water and Compost Bin | |  |  | | --- | --- | | **Order Totals** | | | **Sub Total** | $1,190.23 | | **Order Total** | $1,190.23 | | **Balance Due** | **$1,190.23** | | | | | |  |  | | --- | --- | | Special Instructions |  |  |  | | --- | | 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 trays 1 Luxus H.W. (no decaf) 3 Pump Pots of half & half 2 Lrg containers of Soy Sugars and Stir Stix (20 teas only) Table compost 3 Round Chafers /3 Sterno`s / H.W. / Lighter 6 Serving spoons 16 tongs 4 ladels (or sauce spoons for dressing)  ***400 ea***. : Small Plates                Bev. Naps                Forks                Knives                Cold / Hot Cups 4 Water Service Containers 2 Back up "buckets" Iced Water (heavy on the ice) *2 Large Green* ***Compost*** *Bins*   **@ 10:30 bring:** Lemonade / refill w. water refresh Food Baskets for pita and bread ranch and sun dried dressings | | |   Bottom of Form | |
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