Order Name: ***MPA Orientation Reception***

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| https://evergreen.catertrax.com/images/campus_dining.png**Campus Dining Services at The Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505(360) 867-5017  |

|  |  |
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|  | INVOICE #3251  |

**Friday, 10/3/2014**Ordered On: 9/8/2014**A** Confirmed**Confirmed**  |
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| **Customer Information** |  |

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| --- | --- |
| **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.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7B&intCustomerID=%2E%7B) | JH |
| **Tax Exempt :** | True |

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| **Payment Information** |  |

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| **Payment Type :** | Internal Invoice by Budge... |
| **Approval Email:** | kingcs@evergreen.edu |
| **Org Number:** | 25201 |
| **Name of Billing Contact:** | Cheryl Simrell King |
| **Billing Contact Phone #:** | 5541 |
| **Billing Address including On Campus Mailbox:** | Lab 1 |

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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 Orientation Reception |
| **Building:** | Library |
| **Room #:** | 4300 |

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| **Event Information** |  |

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| **Guest Count:** | 120 |
| **Pick-up/ Delivery Date:** | Friday, 10/3/2014 |
| **Catering Setup Time:** | 2:15 PM |
| **Catered Event Start Time:** | 4:30 PM |
| **Event End Time:** | 7:00 PM |
| **Food Clean-up Time:** | 8:00 PM |

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

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

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| **Fresh Garden Crudités**Grilled Pita Triangles **Both Ranch Hummus and Artichoke Lemon Dip** | 5 | $29.39 | $146.95 |
| **Cold Hors d`Oeuvres\* - Spinach Dip with Pita Chips - per dozen** | 4 | $17.89 | $71.56 |

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| **Assorted Mini Cream Puffs and Eclairs-Dozen** | 10 | $12.39 | $123.90 |

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

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

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| **Iced Tea - per gallon** | 3 | $10.99 | $32.97 |
| **Lemonade - per gallon** | 4 | $10.99 | $43.96 |

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| **Ice and Infused Water - per gallon** | 5 | $5.09 | $25.45 |

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| **OTHER**  | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

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

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| **Chicken Salad Finger Sandwiches-DZ**-Triangle no crusts | 8 | $8.66 | $69.28 |
| **Tuna Salad Finger Sandwiches-DZ**-Cut in Triangles no crust | 8 | $8.66 | $69.28 |

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| **Cream Cheese and Cucumber Tea Sandwiches on Gluten Free-DZ**-No Crusts | 8 | $8.66 | $69.28 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees. |

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| **Order Totals**  |
| **Sub Total** | $652.63 |
| **Order Total** | $652.63 |
| **Balance Due** | **$652.63** |

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| **Special Instructions** |  |

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| We would like the drinks available at 2:15 pm when we start and the food set up and available by 4:30pm. Thanks.  |

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| https://evergreen.catertrax.com/images/campus_dining.png**Campus Dining Services at The Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505(360) 867-5017  |

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|  | INVOICE #3255  |

**Saturday, 10/4/2014**Ordered On: 9/8/2014**U** Confirmed**Confirmed**  |
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| **Customer Information** |  |

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| --- | --- |
| **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.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7F&intCustomerID=%2E%7B) | JH |
| **Tax Exempt :** | True |

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| **Payment Information** |  |

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| --- | --- |
| **Payment Type :** | Internal Invoice by Budge... |
| **Approval Email:** | kingcs@evergreen.edu |
| **Org Number:** | 25201 |
| **Name of Billing Contact:** | Cheryl Simrell King |
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| **Billing Address including On Campus Mailbox:** | Lab 1 |

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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 Orientation lunch |
| **Building:** | Library |
| **Room #:** | 4300 |

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| **Event Information** |  |

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| **Guest Count:** | 120 |
| **Pick-up/ Delivery Date:** | Saturday, 10/4/2014 |
| **Catering Setup Time:** | 11:15 AM |
| **Catered Event Start Time:** | 12:00 PM |
| **Event End Time:** | 5:00 PM |
| **Food Clean-up Time:** | 5:30 PM |

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

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

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| **Signature Brown Bag Lunch**Chips, Candy Bar **California Turkey with Fresh Veggies and Ranch Dressing on Wheatberry Bread** **20 of the order instead of sandwich will be salad (designed by Penny) for our vegetarian/gluten free friends. Number may change as date approaches but we will be in contact.**  | 110 | $6.89 | $757.90 |
| **Garden Tofu Salad**Sesame Marinated Tofu / Romaine / Spring Greens / Fresh Vegetables/Asian Style Vinaigrette/Chips/Candy BarNO EGG  | 20 | $10.89 | $217.80 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees. |

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| **Order Totals**  |
| **Sub Total** | $975.70 |
| **Order Total** | $975.70 |
| **Balance Due** | **$975.70** |

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| **Special Instructions** |  |

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

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

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| **Regular and Decaffeinated Coffee - per gallon** **Just regular, no decaf with lots of half/half, please. Please refresh coffee and water before lunch and water again mid-afternoon if necessary.** | 8 | $18.69 | $149.52 |
| **Assorted Hot Tea - per person** **Just regular, no decaf with lots of half/half, please. Please refresh coffee and water before lunch and water again mid-afternoon if necessary.** | 20 | $1.29 | $25.80 |

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| **Ice and Infused Water - per gallon** **Just regular, no decaf with lots of half/half, please. Please refresh coffee and water before lunch and water again mid-afternoon if necessary.** | 10 | $5.09 | $50.90 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees. |

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| **Order Totals**  |
| **Sub Total** | $226.22 |
| **Delivery Charge** | $25.00 |
| **Tax (8.7%)** | $19.68 |
| **Order Total** | $270.90 |
| **Balance Due** | **$270.90** |

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