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 | | | |  |  | | --- | --- | |  | INVOICE #3251 |   **Friday, 10/3/2014**  Ordered On: 9/8/2014  **A** Confirmed**Confirmed** | |
| |  |  | | --- | --- | | **Customer Information** |  |  |  |  | | --- | --- | | **First Name:** | Janet | | **Last Name:** | Hays | | **Campus:** | Olympia Campus | | **Department:** | MPA | | **Email:** | [haysj@evergreen.edu](mailto:haysj@evergreen.edu) | | **Phone:** | 5939 | | [**Click Here To View the Policies,  Terms & Conditions. Enter Your Initials to Accept.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7B&intCustomerID=%2E%7B) | JH | | **Tax Exempt :** | True |  |  |  | | --- | --- | | **Payment Information** |  |  |  |  | | --- | --- | | **Payment Type :** | Internal Invoice by Budge... | | **Approval Email:** | [kingcs@evergreen.edu](mailto: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 | | | | |  |  | | --- | --- | | **Delivery / Pickup Information** |  |  |  |  | | --- | --- | | **Method:** | Delivery On Campus | | **Delivery Contact:** | Janet Hays | | **Delivery Phone:** | 206 235 2460 | | **Event Name:** | MPA Orientation Reception | | **Building:** | Library | | **Room #:** | 4300 |  |  |  | | --- | --- | | **Event Information** |  |  |  |  | | --- | --- | | **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 | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **FOOD** | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  | | --- | --- | --- | --- | | **Assorted Mini Cream Puffs and Eclairs-Dozen** | 10 | $12.39 | $123.90 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **BEVERAGES** | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **Iced Tea - per gallon** | 3 | $10.99 | $32.97 | | **Lemonade - per gallon** | 4 | $10.99 | $43.96 |  |  |  |  |  | | --- | --- | --- | --- | | **Ice and Infused Water - per gallon** | 5 | $5.09 | $25.45 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **OTHER** | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  | | --- | --- | --- | --- | | **Cream Cheese and Cucumber Tea Sandwiches on Gluten Free-DZ**  -No Crusts | 8 | $8.66 | $69.28 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | \* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees. | |  |  | | --- | --- | | **Order Totals** | | | **Sub Total** | $652.63 | | **Order Total** | $652.63 | | **Balance Due** | **$652.63** | | | | | | |
| |  |  | | --- | --- | | **Special Instructions** |  |  |  | | --- | | We would like the drinks available at 2:15 pm when we start and the food set up and available by 4:30pm. Thanks. | | | | | |
| 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 | |  |  | | --- | --- | |  | INVOICE #3255 |   **Saturday, 10/4/2014**  Ordered On: 9/8/2014  **U** Confirmed**Confirmed** | |
| |  |  | | --- | --- | | **Customer Information** |  |  |  |  | | --- | --- | | **First Name:** | Janet | | **Last Name:** | Hays | | **Campus:** | Olympia Campus | | **Department:** | MPA | | **Email:** | [haysj@evergreen.edu](mailto:haysj@evergreen.edu) | | **Phone:** | 5939 | | [**Click Here To View the Policies,  Terms & Conditions. Enter Your Initials to Accept.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7F&intCustomerID=%2E%7B) | JH | | **Tax Exempt :** | True |  |  |  | | --- | --- | | **Payment Information** |  |  |  |  | | --- | --- | | **Payment Type :** | Internal Invoice by Budge... | | **Approval Email:** | [kingcs@evergreen.edu](mailto: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 | | |  |  | | --- | --- | | **Delivery / Pickup Information** |  |  |  |  | | --- | --- | | **Method:** | Delivery On Campus | | **Delivery Contact:** | Janet Hays | | **Delivery Phone:** | 206 235 2460 | | **Event Name:** | MPA Orientation lunch | | **Building:** | Library | | **Room #:** | 4300 |  |  |  | | --- | --- | | **Event Information** |  |  |  |  | | --- | --- | | **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 | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **FOOD** | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **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 Bar  NO EGG | 20 | $10.89 | $217.80 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | \* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees. | |  |  | | --- | --- | | **Order Totals** | | | **Sub Total** | $975.70 | | **Order Total** | $975.70 | | **Balance Due** | **$975.70** | | | | |
| |  |  | | --- | --- | | **Special Instructions** |  |  |  | | --- | |  | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **BEVERAGES** | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  | | --- | --- | --- | --- | | **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | \* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees. | |  |  | | --- | --- | | **Order Totals** | | | **Sub Total** | $226.22 | | **Delivery Charge** | $25.00 | | **Tax (8.7%)** | $19.68 | | **Order Total** | $270.90 | | **Balance Due** | **$270.90** | | | | |