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**Campus Dining at The Evergreen State College**

2700 Evergreen Parkway NW  
Olympia, WA 98505  
Ph: 360.867.5017

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| || Order Tracking | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | https://evergreen.catertrax.com/catertrax_images/customers.gif = Customer generated Tracking Message |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | ID | DATE | TIME | NAME | COMMENT | | 44674 | 9/28/2017 | 8:15 AM | Kimberly.Christensen | Order has been marked as processed by admin: Kimberly.Christensen | Processed email sent | | 44502 | 9/20/2017 | 5:26 PM | kathys | Status changed from Change Requested to Confirmed by admin: kathys | | 44473 | 9/20/2017 | 10:34 AM | Malia.Hoyt | Order Summary updated by admin: Malia.Hoyt | | 44443 https://evergreen.catertrax.com/catertrax_images/customers.gif | 9/19/2017 | 1:45 PM | Janet Hays | Customer requested the following change(s): - **Special Instructions:** to speed up 65 people making sandwiches, would it be possible to set up the meat, cheese and bread at EACH END of the long counter in Classroom 7 Purce Hall with the salads and beverages in the middle? I think this will help us move quicker. If not possible, please let me know. Jan Hays 5939 | | 43261 https://evergreen.catertrax.com/catertrax_images/customers.gif | 8/10/2017 | 4:36 PM | Doreen Swetkis | Order Approved by Doreen Swetkis | | 43258 https://evergreen.catertrax.com/catertrax_images/customers.gif | 8/10/2017 | 2:41 PM | Janet Hays | Order input by customer: Janet Hays | |

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| |  | | --- | | Order Name: ***MPA 2017 Orientation*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Top of Form   |  |  |  |  | | --- | --- | --- | --- | | https://evergreen.catertrax.com/images/campus_dining.png  **Campus Dining at The Evergreen State College**  2700 Evergreen Parkway NW,Olympia,WA 98505 360.867.5017 | |  |  | | --- | --- | |  | INVOICE #6409 |   **Saturday, 9/23/2017**  Ordered On: 8/10/2017  **A** Complete **Complete** | | |  |  | | --- | --- | | 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.:](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%2Dz%2Ds&intCustomerID=%2E%7B) | JH |  |  |  | | --- | --- | | Payment Information |  |  |  |  | | --- | --- | | Payment Type : | Internal Invoice by Budge... | | Approval Email: | swetkisd@evergreen.edu | | Org Number: | 25201 | | Name of Billing Contact: | Doreen Swetkis | | Billing Contact Phone #: | 5320 | | Billing Address including On Campus Mailbox: | Lab 1 | | Event Authorized By: | Event Not Yet Authorized | | |  |  | | --- | --- | | Delivery / Pickup Information |  |  |  |  | | --- | --- | | Method: | Delivery On Campus | | Delivery Contact: | Janet Hays | | Delivery Phone: | 206 2352460 | | Event Name: | MPA 2017 Orientation | | Building: | Lecture (Purce) Hall | | Room #: | Classroom 7 |  |  |  | | --- | --- | | Event Information |  |  |  |  | | --- | --- | | Guest Count: | 65 | | Pick-up/ Delivery Date: | Saturday, 9/23/2017 | | Catering Setup Time: | 11:00 AM | | Catered Event Start Time: | 12:00 PM | | Event End Time: | 1:30 PM | | Food Clean-up Time: | 4:00 PM | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **FOOD** | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif | | **Qty.** | **Price** | **Ext.** |  |  |  |  |  | | --- | --- | --- | --- | | **Deli Express (Buffets, Classic Collections)**  Sliced Oven-Roasted Turkey / Sliced Roast Beef / Deli Ham / Tuna, Cheese and Relish Tray, Assorted Baked Breads / Rolls, Cookies, Appropriate Condiments   **https://crm.catertrax.com/publisher_images/Aramark/vegetarian15.pnghttps://crm.catertrax.com/publisher_images/Aramark/vegan15.pngToasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions (180 cal/3 oz. serving)**   **https://crm.catertrax.com/publisher_images/Aramark/vegetarian15.pnghttps://crm.catertrax.com/publisher_images/Aramark/vegan15.pngRoasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers and Fresh Cilantro tossed in a Spicy Caribbean Jerk Seasoning (120 cal/4 oz. serving)**   **Need a labeled selection of gluten free bread in the bread assortment. Thanks! Also please label salads with ingredients (for people with dietary restrictions)** - (Special Instructions) | Qty.  65 | Price  $12.59 | Ext.  $818.35 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | \* Any amount charged by Aramark (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing. | |  |  | | --- | --- | | **Order Totals** | | | **Sub Total** | $818.35 | | **Order Total** | $818.35 | | **Balance Due** | **$818.35** | | | | | |  |  | | --- | --- | | Special Instructions |  |  |  | | --- | | set food up on left hand counter in classroom 7- quietly as work will be in session.Special Instructions: to speed up 65 people making sandwiches, would it be possible to set up the meat, cheese and bread at EACH END of the long counter in Classroom 7 Purce Hall with the salads and beverages in the middle? I think this will help us move quicker. If not possible, please let me know. Jan Hays 5939 ADD HUMMUS | | |   Bottom of Form | |
| **Invoice #6409** |

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