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**Campus Dining at The Evergreen State College**

2700 Evergreen Parkway NW
Olympia, WA 98505
Ph: 360.867.5017

* [Home](https://evergreen.catertrax.com/index.asp?z=z&intOrderID=%2Dz%2Ds&intCustomerID=%2E%7B)
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* [Breakfast](https://evergreen.catertrax.com/menunavigation.asp?categorygroup=9#t:breakfast|c:9)
* [Lunch](https://evergreen.catertrax.com/menunavigation.asp?categorygroup=9#t:lunch|c:9)
* [Dinner](https://evergreen.catertrax.com/menunavigation.asp?categorygroup=9#t:dinner|c:9)
* [Snacks and Desserts](https://evergreen.catertrax.com/menunavigation.asp?categorygroup=9#t:SnacksandDesserts|c:9)
* [Receptions](https://evergreen.catertrax.com/menunavigation.asp?categorygroup=9#t:receptions|c:9)

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| [https://evergreen.catertrax.com/catertrax_images/outlook.gifAdd to Outlook](https://evergreen.catertrax.com/vcs.asp?oid=%2Dz%2Ds&intOrderID=%2Dz%2Ds&intCustomerID=%2E%7B)  | [https://evergreen.catertrax.com/catertrax_images/print.pngPrint Invoice](https://evergreen.catertrax.com/shopprintinvoice.asp?oid=%2Dz%2Ds&intOrderID=%2Dz%2Ds&intCustomerID=%2E%7B)  | [https://evergreen.catertrax.com/catertrax_images/repeat20.pngRepeat Order](https://evergreen.catertrax.com/shoprestoreorder.asp?oid=%2Dz%2Ds&restore=yes&intOrderID=%2Dz%2Ds&intCustomerID=%2E%7B)  |  |

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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***  |

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| https://evergreen.catertrax.com/images/campus_dining.png**Campus Dining at The Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505360.867.5017  |

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|    | INVOICE #6409  |

**Saturday, 9/23/2017**Ordered On: 8/10/2017**A** Complete **Complete**  |
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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=%2Dz%2Ds&intCustomerID=%2E%7B) | JH |

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| Payment Information |  |

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| 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 |

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| Delivery / Pickup Information |  |

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| Method: | Delivery On Campus |
| Delivery Contact: | Janet Hays |
| Delivery Phone: | 206 2352460 |
| Event Name: | MPA 2017 Orientation |
| Building: | Lecture (Purce) Hall |
| Room #: | Classroom 7 |

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| Event Information |  |

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| 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 |

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

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

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| **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 |

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| \* 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. |

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| **Order Totals**  |
| **Sub Total** | $818.35 |
| **Order Total** | $818.35 |
| **Balance Due** | **$818.35** |

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| Special Instructions |  |

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| 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 |

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| **Invoice #6409** |

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