

The Evergreen State College - Conference Services

2700 Evergreen Parkway Olympia WA 98505

Telephone: (360) 867-6192 Fax: ()

Revised : 9/23/10 8:27 am

Day : Sunday	Date : September 26, 2010	Time: 8:15 AM	to	4:30 PM	Est. Count : 75	Page 1 of 2
Event: MPA event #4 09-26-10					Guar:	Coord: office
Unconfirmed	DepositAmount:	Date	Reference		Event #	
Acct Number: Budget # 25220						
Host Engager:	Ms Jan Hays			Type of Function:	Meeting	
Company:	TESC					
Address:	MPA Office Olympia WA 98502		haysj@evergreen.edu			
Phone :	(360) 867-5939		Fax:	Cell:	Page:	

<u>Function</u>	<u>Start</u>	<u>End</u>	<u>Location</u>	<u>Count</u>	<u>Tables</u>	<u>Table Count</u>
Set/ready to serve coffee	8:15 AM	4:30 PM	Longhouse	75		
set/ready to serve lunch	11:00 AM	4:30 PM	Longhouse	75		

Setup Type:

<u>Setup Instruction</u> CS - table and cans	<u>Additional Instructions:</u> Kitchen reserved
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<u>Type</u>	<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Price/Per</u>	<u>Extended Price</u>
Beverages	Coffee by the gallon	8	Gallon	\$18.55	\$148.43
	Reg Decaf Hot water for tea Refresh at lunch @11:15 am				
	Hot Teas - Assorted Individual bags	30	Bag	\$1.31	\$39.33
Food	Buffet Deli Sandwich Platter	75	Person	\$12.05	\$903.45
	3 deli meats, 3 cheeses, lettuce, tomatoes, red onions, mayo, deli mustard, variety of breads, cookies Iced tea				
Other	Confetti Cole Slaw	40	Person		
	Potato Salad	35	Person		

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Beverage Total	\$187.76
Food Total	\$903.45
Other Total	\$0.00
Rental Total	

Item Total	\$1,091.21
Service Charge (0.000%)	\$0.00
Tax (0.000%)	\$0.00

Total	\$1,091.21
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Terms: Org #25220

Less Amount Paid	\$0.00
Total Due	\$1,091.21

Cancellation Policy: In the event that services need to be cancelled, a \$25.00 cancellation fee will be charged for meals cancelled within 3 business days of the event. In addition, the Aramark Catering Office will charge for food and labor costs already incurred at the time of the cancellation.

Guest Count and Guarantee Policy: An estimated guest count is required at the time that services are scheduled. A final guaranteed count must be provided to the Conference Services at least 48 hours prior to your event. You will be billed for the guaranteed number or the actual guest count, whichever is higher. As we take pride in pre-planning every detail of your event, adding guests to your party after your guaranteed count has been received, may result in necessary menu or service revisions.

Delivery and Set up: A minimum charge of \$25.00 will be added to invoices totaling \$235.00 or less for total daily event per group.

There is a 10 person minimum on all delivery catering orders.

Pick Up Orders: Inquire about picking up your order. All orders are packaged and ready to serve.

On campus departments using a budget number: Please remember to submit your approved *Light Meals and Refreshment Form* before your event to Accounts Payable.

Call Conference Services @ x6192 if there is a problem with your order or the kitchen @ x 5275.

Thank you. We appreciate your business.

Signature (Host) _____ (Coordinator) _____ Date _____