



2400 Tom L Wilson Blvd.
 Galesburg, IL 61401
 309-341-5284

Catering Order & Agreement for Carl Sandburg College

<u>Event Name:</u>	<u>Event Date:</u>	<u>Event Location:</u>
<u>Contact Person:</u>	<u>Contact Email Address:</u>	<u>Contact Phone Number:</u>
<u>Setup Time:</u>	<u>Event Start Time:</u>	<u>Event End Time:</u>
<u>Expected Number of Guests:</u>	<u>Final Number of Guests:</u>	<u>Date Agreement Submitted:</u>
<u>Purchase Order Number:</u>		

- Please fill out catering agreement form and email to boxcarexpress@yahoo.com or fax to 309-343-4626
- **All agreements must be sent in Word Format to allow BoxCar to fill in quote information and send back.**
- Quotes for catering order will be returned within 24 hours of receipt to contact email address.
- If quoted information is agreeable, sign and date agreement, fill in purchase order number, and return to boxcarexpress@yahoo.com or fax to 309-343-4626. *Note: After 5pm an additional charge will be applied.*
- By signing agreement you acknowledge quoted price, date, time, and meal information is accurate and agreeable.
- Agreement will not be valid, and event booked until signed and dated agreement is received by BoxCar.
- Final number of guests must be confirmed with BoxCar 10 days prior to the event.
- Cancellation of event must be in writing at least 5 business days prior to scheduled event date.

<p><u>Menu Requested:</u></p> <p align="center">-----</p> <p align="center">For BoxCar Express use only below</p> <p align="center">-----</p> <p>Number of People: <input type="text"/></p> <p>Meal Price per person: <input type="text"/></p> <p>Add-Ons (Linens, Cloth Napkins, etc.) <input type="text"/></p> <p>Total Catering Price: <input type="text"/></p>	<p><u>Drinks Requested:</u></p> <p><u>Number of Table Linens Requested:</u></p> <p>70" for Round or Square Table <input type="text"/></p> <p>60" x 126" for 8 ft. Rectangle Table <input type="text"/></p> <p>Total Number of Table Linens <input type="text"/></p> <p><u>Additional Items Requested:</u></p> <table border="0"> <tr> <td>Foam Plates <input type="checkbox"/></td> <td>Regular China <input type="checkbox"/></td> </tr> <tr> <td>Fine China <input type="checkbox"/></td> <td>Silverware <input type="checkbox"/></td> </tr> <tr> <td>Plasticware <input type="checkbox"/></td> <td>Cloth Napkins <input type="checkbox"/></td> </tr> <tr> <td>Paper Napkins <input type="checkbox"/></td> <td>Plated Service <input type="checkbox"/></td> </tr> <tr> <td>Self Service <input type="checkbox"/></td> <td>Styrofoam Cups <input type="checkbox"/></td> </tr> </table>	Foam Plates <input type="checkbox"/>	Regular China <input type="checkbox"/>	Fine China <input type="checkbox"/>	Silverware <input type="checkbox"/>	Plasticware <input type="checkbox"/>	Cloth Napkins <input type="checkbox"/>	Paper Napkins <input type="checkbox"/>	Plated Service <input type="checkbox"/>	Self Service <input type="checkbox"/>	Styrofoam Cups <input type="checkbox"/>
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Signature: _____

Date: _____