

Today's Date: \_\_\_\_\_

Date of requested service: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Contact person: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Location of requested service: \_\_\_\_\_ or pick up \_\_\_\_\_

Number of people to be served: \_\_\_\_\_ Time of service or pick up: \_\_\_\_\_

If not pick-up, time service to be cleared: \_\_\_\_\_

**Food and/or Beverage Order Information**

**Food item(s) requested:**

**Menu price(s):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total food and beverage cost: \_\_\_\_\_

**Citrus College Food Services Policies**

All regular orders include the needed disposable supplies.

The client is responsible for all equipment from drop-off time until pick-up time.

For any special request, please contact Philomena O'Shea, Supervisor of Food Service, at (626) 914-8615 or [poshea@citruscollege.edu](mailto:poshea@citruscollege.edu).

**Your order must be confirmed in writing by the Food Services Supervisor, before it may be considered accepted.**