

COMMON GROUNDS COFFEE – CATERING ORDER FORM

FAX ORDER TO: 530/792-7312 PHONE: 530/792-1781

MINIMUM THREE DAY NOTICE IS RECOMMENDED. CALL FOR SHORT-NOTICE ORDERS. CALL IN ORDERS ALWAYS ACCEPTED

CUSTOMER INFORMATION

BUSINESS: _____	NAME: _____
ADDRESS: _____	CITY: _____ ZIP: _____
PHONE: _____	FAX: _____ P.O. BOX: _____
PAYMENT METHOD: _____ SEND INVOICE (UC DAVIS ONLY) _____ PAY AT PICK-UP/DELIVERY	

LOCATION INFORMATION

LOCATION OF FUNCTION: _____
ADDRESS: _____ CITY: _____ ZIP: _____
PHONE: _____ FAX: _____ CONTACT: _____

DATE OF FUNCTION: _____ NUMBER OF PEOPLE: _____

(IF FUNCTION IS MORE THAN ONE DAY AND ORDERS ARE DIFFERENT, FILL OUT SEPARATE FORM FOR EACH DAY)

- PICKUP AT COMMON GROUNDS (NO CHARGE) TIME: _____
- DELIVER TO LOCATION (\$10 - \$30 \$10 = DA VINCI ONLY) TIME: _____
- PICKUP FROM LOCATION (\$10 - \$30 \$10 = DA VINCI ONLY) TIME: _____

DRINK ORDER:

<input type="checkbox"/> REGULAR COFFEE	(\$18.00 PER GAL – 1 GAL MIN.)	GALLONS: _____
<input type="checkbox"/> DECAF COFFEE	(\$18.00 PER GAL – 1 GAL MIN.)	GALLONS: _____
<input type="checkbox"/> TEA AND HOT WATER	(\$1.50 PER TEA – 10 TEA MIN.)	# OF TEA: _____
<input type="checkbox"/> BOTTLED WATER	(\$1.00 EACH)	# OF WATER _____
<input type="checkbox"/> ORANGE JUICE	(\$1.75 EACH)	# OF OJ _____
<input type="checkbox"/> SODA	(\$1.25 EACH)	# OF SODA _____
<input type="checkbox"/> OTHER: _____	QUANTITY: _____	

PASTRY AND COOKIE ORDER: PASTRIES= \$1.85 - \$2.10 COOKIES = \$1.50

TYPE:	QUANTITY:	TYPE:	QUANTITY:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONDIMENTS: (FOR OFFICE USE ONLY)

CUPS: _____	SUGAR: _____	NAPKINS: _____	STIR STICKS: _____
CREAM: _____	SWEET & LOW: _____	PLATES: _____	KNIVES: _____

SPECIAL INSTRUCTIONS: ATTACH A SEPARATE SHEET