



## UDairy Creamery Café - Catering Order Form

*Please submit your request at least 1 week prior to your event; contact for availability if less than 1 week away.*

Requests can be emailed to [udairycafe@udel.edu](mailto:udairycafe@udel.edu).

For questions, email or call the UDairy Café at 302-831-6804.

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Email:** \_\_\_\_\_

**Date of Event:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Delivery or Pick Up:** \_\_\_\_\_

**Delivery/Set-Up Completed by Time:** \_\_\_\_\_

**Delivery/Set-Up Location:** \_\_\_\_\_

*Order minimum of \$100 for delivery or a \$10 fee will be applied. Pick up available from the UDairy Café.*

| <b>Item Name</b> | <b>Size</b> | <b>Quantity</b> | <b>Price Per Unit</b> | <b>Total Price</b> |
|------------------|-------------|-----------------|-----------------------|--------------------|
| 1. _____         | _____       | _____           | _____                 | _____              |
| 2. _____         | _____       | _____           | _____                 | _____              |
| 3. _____         | _____       | _____           | _____                 | _____              |
| 4. _____         | _____       | _____           | _____                 | _____              |
| 5. _____         | _____       | _____           | _____                 | _____              |
| 6. _____         | _____       | _____           | _____                 | _____              |
| 7. _____         | _____       | _____           | _____                 | _____              |
| 8. _____         | _____       | _____           | _____                 | _____              |
| 9. _____         | _____       | _____           | _____                 | _____              |
| 10. _____        | _____       | _____           | _____                 | _____              |

*Orders can be paid via JV, cash, check or credit card.*

**Invoice Total:** \_\_\_\_\_

### **Notes:**

### **JV Payment Information**

**Purpose Code:** \_\_\_\_\_

**Account Code:** \_\_\_\_\_

**User Field:** \_\_\_\_\_

**Approver:** \_\_\_\_\_

### **Credit Card Payment Information**

Please call 302-831-6804 to provide card information. Receipt will be emailed after payment.

**Thank you for your support!**