

## Lehigh University Catering Services Order Form

Customer Information		Event Information	
Name		Event Name	
Department		Event Date	
Address		Event Time	
		Estimated Number of Guests	
		Event Location (Building)	
Phone		Event Location (Room Number)	
Fax		Account Number for Billing	
Email			

Service Type	<input type="checkbox"/> <b>Standard:</b> All disposable and not meant to be picked up, unless cambros are sent. No linen & delivery fees apply.	<input type="checkbox"/> <b>Upscale Disposable Plastic:</b> All food, plates, utensils, & serving utensils are (on) black plastic. Food tables covered with linen.	<input type="checkbox"/> <b>Upscale Disposable China-</b> All food & serving utensils are on china, all plates & eating utensils are black plastic. Food tables covered with linen.	<input type="checkbox"/> <b>VIP-</b> Everything is china & all food tables covered with linen. Waitstaff fees apply.
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**MENU SELECTION**

Specify Count	MENU	Price

**NOTE:** Please allow 7 business days when placing an order. If placing an order within 7 business days please follow up with a telephone call to Catering at extension 8-4512.