



# Catering Service Agreement

**Fund # 111001**

**Budget # 123456**

**Account # 710767**

Client/Organization Sample Sheet	Event Date 5/30/2009 (Sat)	Telephone (570) 123-4567	Fax (570) 987-6543	Event # E05365
Address University of Scranton, Scranton, PA 18510		Booking Contact Teri Asch	Site Contact Teri Asch	Guests 22 (Pln)
Party Name Be Descriptive	Category Break	Sales Rep Sales Rep	Theme Delivery	

Authorized Signature

Sign: \_\_\_\_\_ Print: \_\_\_\_\_

**Contract to be signed prior to event**

**Venue**

Banquet Room	Guest Cnt	Start	Serving	Bar	End	Type
BRN 509	22 (Pln)	11:00 am	11:15 am		1:00 pm	Paper Plastic

**Food & Beverage**

**Equipment/Miscellaneous**

Food & Beverage	Price	Qty	Total	Equipment/Miscellaneous	Price	Qty	Total
New York Deli	9.95	22	218.90				

**Baked Ham, Leaned Roast Beef, Roasted Breast of Turkey, Tuna salad**  
**Provolone, Swiss or Cheddar cheese**  
**Accompanied by lettuce leaves and sliced tomatoes, pickles, olives, and pasta salad.**  
**Served with National Baker's Hard rolls and Rye Bread.**  
**Assorted Soda**

Subtotal	218.90	Paid	0.00	Pay Method	Budget/Organization	Card Number
Tax	0.00	Balance	218.90	Card Type	Approval	
Service Charge	0.00			Card Holder	Expires	
Total Value	218.90			Signature		

Booked Date: 3/23/2007

Definite

Revised Date: 3/23/2007