

ISD #318
FOOD & NUTRITION DEPARTMENT
 800 Conifer Drive, Grand Rapids, MN 55744
 218-327-5771 Fax 218-327-5776 sahonon@isd318.org

CATERING ORDER FORM

Event Date: _____ Event Description: _____ # of People: _____

This order will be picked up. Please have this order ready by: _____ A.M.
 _____ P.M.

All catering orders are to be picked up at the Production Kitchen located at the Grand Rapids High School, 800 Conifer Drive, Grand Rapids, MN 55744 between 8:30 a.m. and 3:00 p.m., Monday through Friday. For times other than this, special arrangements can be made by calling 218-327-5771.

This order will be delivered by ISD #318's Food and Nutrition Staff. Please complete the information below:

Service Location: _____
 (Name & Address)

Set Up Time: _____ A.M.
 _____ P.M.
 Service Time: _____ A.M.
 _____ P.M.

Ordered By: _____ Billing Address: _____

Phone #: _____ If this is a School District chargeback, list expense code: _____

MENU				SPECIAL INSTRUCTIONS
Quantity	Item Description	Unit Price	Total	
Price Quote				

For Office Use Only

Today's Date: _____
 Order Processed By: _____
 (Food Service EE)
 Invoice Date: _____ Invoice \$: _____
 Invoice #: _____ Date Paid: _____

Form Distribution	
<input type="radio"/> Prod Coor	<input type="radio"/> Driver
<input type="radio"/> Cooks Helper	<input type="radio"/> Office (<i>original</i>)
<input type="radio"/> Bakery	<input type="radio"/> Customer
<input type="radio"/> Other _____	