

## Augustana Dining Services Catering Order Form

Event Date	Client/Organization	Booking Contact	Booking Telephone	Guest/Attendance
Party Name		Site Contact	Site Telephone	Actual Guest
Room/Address		Theme	Account #1	Payment Method

Description	Del. Time	Setup Time	Start Time	Serving Time	End Time	Room
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### Room Set Up Notes

Quantity	Menu Item	Price	Total

Total Cost	
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Please place your order using the above form. After we receive your order, our catering associate will send you the price quote and process your request.

Please sign below and fax this form to (309) 794-7669.

Signature \_\_\_\_\_

Event Notes