



WVU Catering Order Form

Phone: (304)293-5105 or (304)293-8573/Fax: (304)293-4129/e-mail: Burlene.Forquer@mail.wvu.edu

Customer Name: _____

Company/Department: _____

Billing Address: _____

Phone Number: _____

On-site Contact or Cell Phone (day of event): _____

Fax Number: _____

E-Mail Address: _____

Event Date: _____

Event Type: Reception Refreshment Break Breakfast Lunch Dinner
 Other: _____

How many people will be attending? _____ (Please approximate. We will require a guarantee number at least 72 hours in advance of the event).

Event Location: _____

What time is the event scheduled to begin? _____

What time should we be done with our set-up? _____

What time may we return to clean-up the event? _____

What color skirting would you prefer? _____

What color linen would you prefer? _____

What color napkins would you prefer? _____

Would you prefer china (may be an extra charge) or logo plasticware? _____

Any special details or instructions? _____

What items would you like to order?

Item	Quantity
_____	_____
_____	_____
_____	_____

Billing/Credit Card information: _____

Thank you for your order. Please contact us if you have any questions or concerns.