



Invoice #

OFFICE USE ONLY

**COFFEE SERVICE ORDER FORM**

Attention: Georgia Kalasountas

Email: commongrounds@uwb.edu

Telephone: 425.352.3313

For events held on **Mon/Tues**, order MUST be submitted by **10AM the previous Friday**.  
 For events held on **Wed/Thurs/Fri**, order MUST be submitted by **10AM the previous Tuesday**.

**"You must have a Food Approval Form attached unless this is to be charged on a Discretionary budget (64-XXXX) or if grant funded, the budget is flagged for food approval."**

Contact Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Time Needed: \_\_\_\_\_  
 Event Description: \_\_\_\_\_ Location: \_\_\_\_\_  
 Budget: \_\_\_\_\_  
 DELIVERY (✓): YES NO

	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
BEVERAGES	Coffee Carafe		\$10.00	
	Decaf Carafe		\$10.00	
	Hot Tea Carafe		\$10.00	
	Coffee Urn		\$27.50	
	Decafe Urn		\$27.50	
	Ice Tea			
	Ice Water			
BAKED GOODS	Muffins, Danish, Croissants		\$1.49	
	Scones		\$1.49	
	Bagels & Cream Cheese		\$1.10 each	
	Butter, Jam, and Peanut Butter		\$.10 each	
	Cookies		\$.75 each	
SPECIAL REQUESTS				
	Refundable Deposit			\$25.00
			Sub-Total	
		15%	Surcharge	
		9.50%	Sales Tax	
			Total	

Authorized Budget Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_

*Thank you for your order. We look forward to serving you!*

Please notify Campus Events Coordinator of your room and table set up needs:  
 Email: [campusevents@uwb.edu](mailto:campusevents@uwb.edu) Phone: 425.352.3556

