



Florida Southwestern State College

Catering Office: 239-489-9245 Fax: 239-489-4748

Today's Date: August 6, 2014

Department: School of Business

Account #: P0051114

Contact Name: Lisa Dick

Department Head & Phone:

\*If Tax Exempt, group must provide signed statement to that effect including exemption Certificate Number. Statement must be submitted prior to the event. Without the Certificate a 6% sales tax Must be charged.

Send Billing Invoice To: Lisa Dick

EVENT

Event Date: Wed Aug 20, 2014

Event Time: 9:00 am

Location: J-103

Event Set Up Time: 8:30 am

Number of Guests: 40

Circle Type of Service: Breakfast Lunch Dinner Refreshment x Other

Served Delivered Bar Service Catering To Go (Pick-Up):

Table with 4 columns: Description, Price, Quantity, Total. Includes items like Fresh Fruit Continental, Seasonal fresh Fruit Tray, Bagels and Cream Cheese, Coffee Service, Bottled water, and a Total of \$290.00.

- This may not include charges for Serving, Decorations or additional special requests
• This Price includes Linen for buffet, Upgraded disposables, and set up
1. You will be billed on the basis of a guaranteed number.
2. Guaranteed counts for caterings of 100 people or more must be confirmed one week in advance.
3. There may be additional charges incurred for catering events held off-premises or for late orders.
4. Payment due upon completion of event unless other arrangements are made.
5. State Health Department regulations prohibit guests from removing food from premises.

Please sign: Lisa Dick 8-13-14