

**Rowland Unified School District**  
*Request for Special Orders*

Invoice # \_\_\_\_\_  
 (office use only)

Today's Date: \_\_\_\_\_ Department/Person Requesting: \_\_\_\_\_  
 Requisition #: \_\_\_\_\_ Day & Date Required: \_\_\_\_\_  
 Event Name: \_\_\_\_\_  
 Setup Time: \_\_\_\_\_ Service Time: \_\_\_\_\_ Delivery Location: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Administrator's Signature: \_\_\_\_\_

ITEMS AVAILABLE	QUANTITY	PRICE	EXTENSION
<b>Breakfast Items</b>			
Assorted Danish	ea.	\$1.50 each	\$
Muffins – Small/Large (circle one)	ea.	\$0.75/\$1.50 each	\$
Bagels w/Cream Cheese	ea.	\$2.00 each	\$
Continental Breakfast (specialty bread, fruit & juice)	ea.	\$6.25 per person	\$
Full Breakfast (Contact Nutrition Services)	ea.	\$10.00 per person	\$
<b>Lunch Items</b>			
Salad Bar	ea.	\$5.50 per person	\$
Potato Bar	ea.	\$7.00 per person	\$
Fiesta Bar	ea.	\$10.00 per person	\$
Box Lunch ( Sandwich, fruit, small salad, cookie)	ea.	\$10.00 per person	\$
<b>Party Platters</b>			
Fresh Fruit Platter small/large (circle one)	ea.	\$30.00/\$60.00 each	\$
Fresh Vegetable Tray small/large (circle one)	ea.	\$20.00/\$50.00 each	\$
Cheese & Crackers	ea.	\$3.75 per person	\$
<b>Desserts</b>			
Pre-Wrapped Cookies	ea.	\$0.75 each	\$
Gourmet Cookie Platter	ea.	\$25.00 per tray	\$
Cake – Half-Sheet	ea.	\$30.00	\$
Cake – Full Sheet	ea.	\$60.00	\$
<b>Beverages</b>			
Coffee Set-up (includes cups, sugar, cream)	ea.	\$1.25 per serving	\$
Decaf Coffee Set-up (includes cups, sugar, cream)	ea.	\$1.25 per serving	\$
Tea – Hot or Cold (includes cups, sugar)	ea.	\$1.25 per serving	\$
Assorted Juice 4 oz.	ea.	\$0.75 each	\$
Assorted Juice 8 oz.	ea.	\$1.25 each	\$
Punch Concentrate (includes cups)	ea.	\$0.50 per serving	\$
Lemonade (includes cups)	ea.	\$0.50 per serving	\$
Bottled Water (each)	ea.	\$1.00 each	\$
Bottled Water (24/case)	cs.	\$10.00 per case	\$
Ice (please see notes below for delivery fee)	ea.	\$5.00 per 5lb bag	\$

<ol style="list-style-type: none"> <li>All requests must be submitted at least 10 working days prior to event date; orders not received with at least 10 days' notice may not be accommodated.</li> <li>All special food orders include plates, utensils and napkins.</li> <li>Confirmation email will be sent within 3 working days.</li> <li>A daily fee will apply to unreturned equipment &amp; serving plates/utensils.</li> <li>\$10.00 delivery fee for "ice only" order.</li> </ol> <p>For additional information and assistance, please call (626)965-2566.</p>	<b>Subtotal:</b>	
	<b>Current Tax 9.5%:</b>	
	<b>Total:</b>	