



St. Michael's University School
Outstanding preparation for higher learning and for life.

SUN CENTRE DINING SERVICES ORDER FORM

Function Name:				Date of Function:			
Contact Person:				Location of Function:			
Contact Information:				Starting time:		End Time:	
Account or GL Number:				Estimated Attendance:		Confirmed:	
Is request for Boarders Meals?	Y	N	Paper				
Menu Items				Quantity	Price	Extension	
Banquet Linen Required							
Accent Linen Required							
Round Table Linen Required							
Special Instruction and Dietary Information				Office Use Only Below			
				Van Booking			
				Tables Required			
				Extra Linen			
				Extra Labour			
				Rentals			
				Disposables			
				Dish Replacement			
				Total Controllable			
				Total Food			
				Total Labour			
Total Cost							

Office Notes: