St. Michaels University School

Outstanding preparation for higher learning and for life.

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** ○ **China** ◉			

Menu Items	Quantity	Price	Extension
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
Banquet Linen Required		$ 3.00	$ 0.00
Accent Linen Required		$ 2.00	$ 0.00
Round Table Linen Required		$ 3.00	$ 0.00

Special Instruction and Dietary Information

Office Use Only Below		
Van Booking		
Tables Required		
Extra Linen		
Extra Labour		
Rentals		
Disposables		
Dish Replacement		
Total Controllable	$ 0.00	
Total Food	$ 0.00	
Total Labour	$ 0.00	
Total Cost	$ 0.00	

Office Notes: