

Pittsford Food Service Office
 100 Mendon Center Road
 Pittsford, NY 14534
 585-267-1096

Invoice Number: _____

2022-2023 CATERING REQUEST FORM

Date of Event: _____ Time: _____

Contact Person: _____ Phone: _____

Function Name: _____ Bldg./Rm.: _____

Projected Count: _____

ITEM	AMOUNT ORDERED	PRICE	TOTAL COST
Bottled Water		\$1.25 Each	
Coffee (Regular)*		\$1.25/Serving	
Coffee (Decaffeinated)*		\$1.25/Serving	
Fruit Juice (4 ounce)		\$.75/Serving	
Milk		\$.75 Each	
Tea		\$1.25/Serving	
Cinnamon Rolls		\$1.75 Each	
Scones		2.25 Each	
Muffins		\$1.25 Each	
Pizza		\$30.00 Each	
Soup with Crackers		\$2.25/Person	
Vegetable Tray with Dip		\$3.50/Person	
Wrap/Gourmet Salad		\$5.75/Person	
Fruit & Yogurt Parfait (Small)		\$2.75 Each	
Fruit by the Piece		\$1.00 Each	
Fruit Salad		\$2.25/Person	
Fruit Tray with Dip		\$3.50/Person	
Assorted Frito Lay Snacks		\$1.00 Each	
Assorted Dessert Bars & Brownies		\$1.50 Each	
Cookies (Small)		\$.75 Each	
Yogurt (4 ounce)		\$1.25 Each	

SERVICE CHARGE FOR AFTER HOURS = \$25/HOUR/PERSON

*Coffee prices include non-dairy creamer/milk, sugar, cups, beverage napkins and stirrers.

Charge General Fund Code Number: _____ Total: _____

Authorized Signature: _____

**PLEASE MAKE CHECKS PAYABLE TO: PITTSFORD SCHOOL FOOD SERVICE
 (SORRY, FOOD OR SUPPLIES CANNOT BE RETURNED FOR CREDIT.)**