



WCCUSD FOOD SERVICES DEPARTMENT
REQUEST FOR ADDITIONAL SERVICES

750 Bissell Ave, Richmond, CA 94801
 Phone: (510) 307-4580 • Fax: (510) 233-1805

<u>Internal Use Only</u>
Received: _____
Confirmed: _____
Invoice #: _____

**Please submit your request two weeks in advance of the event to
 Suzanne Velasquez by email: svelasquez@wccusd.net**

SERVICE INFORMATION	
Service Date:	
Service Start Time:	
Service End Time:	
Type of Service:	
Department/School:	
Requested By:	
Contact #:	
Email:	

DELIVERY INFORMATION	
Location:	
Address:	
On-site Setup Location:	
On-site Contact Person:	
On-site Mobile #:	

ORDER DETAILS		Internal Use Only	
No. of Meals	Type of Meal (Breakfast, Lunch, Dinner or Other. Please use one form for each type of meal.)	Unit Price	Total
Special Instructions:		Delivery:	
		Total:	

Procedures and Policies:

- * Request: Request must be submitted two weeks in advance of event. There is a 10% surcharge for requests submitted less than two weeks and a 25% surcharge for requests submitted within 48 hours.
- * Cancellation: Charges will apply if you do not cancel within 48 hours of event date. Please call 510-307-4580 to cancel and follow-up with an email to Suzanne Velasquez.
- * Please use one form for each Type of Meal.
- * Delivery: There is a \$35.00 delivery charge for each delivery. There is a minimum order requirement for delivery; please refer to the menu.
- * Pricing: Preprinted menu prices may vary due to market price fluctuation and product availability. A service fee may be applicable.
- * Any event that takes place before 7:00 am or after 4:00 pm and requires staff service is subject to a fee of \$30.00/hour/staff.

Invoice

Total:	
Account to DEBIT: *Use Object Code 5750	
Food Service Account to CREDIT:	13-5310-5750-652-0000-3701-400140-0-0000

*Please sign at the time of request.

Approved for Billing By: _____ **Date:** _____
 Print Name Signature