



MU Catering Order Form

Name of Event _____

Event Date _____

Contact Person/Phone _____

Account Number _____

Department _____

Today's Date _____

Account Name _____

Guest Count _____

Deliveries

Delivery Time _____

Pick Up Time _____

Delivery Location _____

Delivery Specifics _____

Pick-Up Orders

Pick Up Time _____

Pick Up Location _____

Clients who pick up orders are responsible for returning all catering items to the Catering office.

Menu Selections

Additional Instructions

Millersville University
SEIZE THE OPPORTUNITY
UNIVERSITY CATERING &
CONFERENCE SERVICES

Notes: A \$30 Surcharge will be added to all buffets for less than 20 Guests.

A registration table is provided free of charge. Additional tables are \$7 each.

Catering supplies not returned will be billed to the Client's account.

Nut Allergy Alert: Foods may contain nuts and were not prepared in a nut-free environment.

Catering Contact Information

catering@millersville.edu

717-871-5143

Your Successful Event Is Our Mission