|  |  |  |
| --- | --- | --- |
| Logo  Description automatically generated | **ArcDeli and Catering Order Form**(please complete 1 form per order) | Page 1 of  |
| Billing Address | Date Needed |
|  |  |
| Delivery Address | Contact Person for the Order: |
|  |  |
| Room number/location | Tax Exempt Order? |
|  |  no |
| Special Instructions:  | Date Ordered: (via email) |
| Order Received By:  |
| Customer Order Information |
| Items Requested | **# of people** | Unit Price (Completed by ArcDeli) | Additional comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Delivery ($50 minimum) [ ]  pick up [ ]  |
| **Additional comments:** | Delivery Fee: Order Total:\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(to be completed by ArcDeli) |

*Any questions, please call the ArcDeli at (585) 286-9605*

*Please e-mail the completed form to* *arcdeli@arcmonroe.org*

*Please place orders one week before the date it is needed*.