



Corporate Delivery Order Form

(Make copies of this form for your use)

Fax to (510) 865-1106

Company Name: _____

Billing Address (include zip code): _____

All orders must be placed by 12:00 p.m. two days prior to your event for lunch, afternoon snack, and hors d'oeuvres deliveries, and 12:00 pm the day before any breakfast deliveries.

Date of Function: _____ ***Number of guests:*** _____

Day of Function: _____

Bill to Department: _____

Your Name: _____

Work Phone: _____ ***Work Fax:*** _____

Function Location Address: _____

Building # _____ ***Floor #*** _____ ***Room Name or #*** _____

Time you would like your order to be setup by:

Breakfast: _____ ***Lunch:*** _____ ***Snack:*** _____

Please select time that we can break down our set up (Circle one):

Between 2:00pm – 3:00pm same day | Next Day

- Menu -

Please Circle:

Breakfast: *Continental | Hot Breakfast Buffet | Brunch | À La Carte Items only*

Breakfast Number and/or Menu Items Selected _____

Please Circle:

Lunch: *Pre-made Sandwich Buffet | Make Your Own Sandwich Buffet | Box Lunch*

Pre-Made Salad | Hot Lunch Buffet

Two Salad Selections: _____

Menu Item Selections: _____

Snack or Hors d'Oeuvres Order: _____

Beverages Needed *(All breakfast deliveries include French Roast and Decaf. Coffee. There is no need to mark it again)*

Please Circle: *Non-alcoholic Assortment | French Roast Coffee*

Decaf. Coffee | Hot Tea

Amount of Required Beverages _____

I want to list exactly what and how many I want

Classic Coke: _____ *Diet Coke:* _____ *7-Up:* _____ *Mug Root Beer:* _____

Arizona Ice Tea: _____ *Izze Assorted Sparkling Juices:* _____ *Bottled Water:* _____

Payment (Circle One): *Bill to Company Account | Credit Card*

Type of Credit Card (Circle One): *Visa | Mastercard | American Express*

Card Number: _____ ***Exp. Date:*** _____

Signature of Person placing this order:

Signature from grand catering confirming order:

YOUR ORDER IS NOT CONFIRMED UNTIL YOU RECEIVE A
SIGNATURE AND FAX BACK FROM GRAND CATERING. PLEASE
CALL IF YOU HAVE ANY QUESTIONS OR IF YOU ARE HAVING
PROBLEMS FAXING.

We appreciate your business!