Viviani's CATERING SERVICE

# *WORK ORDER*

**Please fill out the white areas, sign and date it and send a copy of this order by fax 608.831.1819 or email it to: rick@vivianiscatering.com.**

**CUSTOMER INFORMATION:**

Name:
Company:
City, State, Zip:
Phone and/ or cell phone:
Email address:

**Ship To: (if different than customer info.)**

Name:
Company:
City, State, Zip:
Phone and/or cell phone:
Email address:

**Customer Information & food order**

| DELIVERY DATE | REQUESTED BY | NUMBER OF GUESTS | DELIVERY TIME | DELIVERY PICKUP TIME |
|---|---|---|---|---|
| | | | | |

| NUMBER / QUANITY | ITEM DESCRIPTION OR DISH NAME | ITEM ( √ ) | ITEM PRICE | AMOUNT |
|---|---|---|---|---|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Subtotal | |
| | | | 15% Service Charge | |
| | | | Delivery Charge | If applicable |
| | | | 5.5% Sales Tax | |
| | | | **TOTAL DUE** | |

**For Purchase or Work Order forms**

**Please insert your number here (if applicable) _____**

**The above number must appear on all related correspondence and invoices should a purchase order or work order be required:**

**If this order is for the next day, it must be faxed by 12:00 pm and called ahead.**

Comments or instructions:

**Enter this order in accordance with the prices, terms and specifications as specified by Viviani's Catering Service. To review the specifications and prices please visit our website at www.vivianiscatering.com**

**AUTHORIZED BY** **DATE**

Viviani's CATERING SERVICE

1850 Parmenter Street
Middleton, Wisconsin 53562
Phone: 608.831.1818 Fax: 608.831.1819
WEB SITE: www.vivianiscatering.com