



**New Braunfels ISD**

Catering Order Form

Please email this completed form to [catering@nbsd.org](mailto:catering@nbsd.org) or 566 Butcher St, New Braunfels TX 78130

Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_

<b>Contact Information</b>		
Contact Person: _____		
Phone Number: _____	Fax Number: _____	
Email Address: _____		
<b>Payment Information</b>		
Name or Organization: _____		
Billing Address: _____		
<b>Event Details</b>		
Set Up Time: _____	Time of Event: _____	Clean Up Time: _____
Name of Event: _____	Type of Event: (banquet, buffet, full service, etc.) _____	
Location of Event: _____		
Number of People: _____		
Special Instructions: _____		

Please enter the name, quantity of each product, and total costs at the bottom

Quantity	Unit (ea. dz. Etc.)	Name of Item	Unit Price	Total

Budget Code: \_\_\_\_\_ OR Check #: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_