ASHLAND UNIVERSITY DINING SERVICES
MEAL PICK UP CONTRACT

Day and Date ____________________________ Pick up Time ________________
Organization ____________________________________ Phone no. ____________
Person In Charge ____________________________ Date Taken ________________
Deposit for Equipment (see attached sheet) ____________________________ Pick Up Mgr. ____________
$50 Large Equipment (Grills, air voids, etc.) ____________________________ Order taken by ____________
$25 Kitchen Equipment ____________________________ Acct. No. ________________

Guidelines:
1. Contact Ext. 5762 by phone at least 5 working days prior to a planned event.
2. A deposit is required for equipment and will be refunded when the equipment is returned. You will be charged for an equipment that is not returned or damaged. Equipment must be returned 24 hours after event.
3. No return of any food received.
4. ID numbers must be turned in 3 days prior to event.
5. No food leaves the facility unless ID's are turned in prior to event. Cash or account will be charged for non-valid ID numbers, otherwise, quantity of food will be adjusted accordingly.

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<th>Item - Be Specific</th>
<th>Quantity/Pounds</th>
<th>Price</th>
<th>Amount</th>
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Please print copies for: Office, Cooks, Purchasing, Salad Dept., and Bakery as needed