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 mustbe 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.

Item-Be Specific	Quantity/ Pounds	Price	Amount

Please print copies for: Office, Cooks, Purchasing, Salad Dept., and Bakery as needed