

# ASHLAND UNIVERSITY DINING SERVICES

## MEAL PICK UP CONTRACT

<b>Day and Date</b> _____	<b>Pick up Time</b> _____
<b>Organization</b> _____	<b>Phone no.</b> _____
<b>Person In Charge</b> _____	<b>Date Taken</b> _____
<b>Deposit for Equipment (see attached sheet)</b>	<b>Pick Up Mgr.</b> _____
<b>\$50 Large Equipment (Grills, air voids, etc.)</b>	<b>Order taken by</b> _____
<b>\$25 Kitchen Equipment</b>	<b>Acct. No.</b> _____

**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.

Item-Be Specific	Quantity/ Pounds	Price	Amount

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