

## ORDER FORM

### PLACING ORDERS

#### **Order Forms**

- » Download from goodies2go.umd.edu
- » Fax your order to us at 301-314-9763 or email goodies2go@umd.edu

### **Ordering Timeline**

- » All orders need 3 working days (does not include weekends) notice prior to event.
- » Orders placed with less than 3 working days notice will be invoiced a late fee of \$35. Any orders over \$350 will be subject to a 10% late fee charge.
- » Minimum order of \$100.00
- » Upon receipt of your order, we will email you a detailed invoice for your approval & payment.
- » Your order is not finalized & production cannot be scheduled until we have received a copy of the signed invoice & payment in full.
  - UMD Departments: Check your emailed invoice to be sure your order is correct.
     By placing your order, you are authorizing Goodies 2 Go to charge your KFS account or departmental purchasing card for the order.
     No further authorization is required.
- » Any changes to an order must be communicated to & confirmed by Goodies 2 Go no later than two working days prior to the event.
- » Working days are Monday-Friday.

### DROP OFF DELIVERY

We can deliver your order to your on-campus site 15-30 minutes before the start of your event to allow you ample time to set up.

10% delivery charge \$10.00 minimum charge

### PICK UP

If you prefer, you can collect your order. Pick up can be scheduled Monday-Friday from 7:30 am-4:30 pm at the Stamp Loading Dock.

### **OPTIONAL FEATURES**

If you would like disposables added to your delivery please let us know. (disposable wares include: plates, cups, utensils, serving utensils, napkins, tablecloths & ice for cold beverages).

### CANCELLATIONS

Cancellation of any order with less than 72 hour notice will incur a charge.

### SPECIAL ORDERS

Most platters, sandwiches, salads, etc. can be modified to accommodate dietary preferences or requirements. Ask a sales representative for details.

### **DELIVERY HOURS**

### **Fall Semester**

Monday-Friday: 8:00 am-6:00 pm Saturday-Sunday: 8:00 am-4:00 pm (\$195.00 minimum order required)

#### Winter Term

Monday-Friday: 8:00 am-4:00 pm (After 4:00 pm or before 7:30 am \$195.00 minimum order required)

Saturday-Sunday: 8:00 am-4:00 pm (\$195.00 minimum order required)

### **Spring Semester**

Monday-Friday: 8:00 am-6:00 pm Saturday-Sunday: 8:00 am-4:00 pm (\$195.00 minimum order required)

#### **Summer Term**

Monday-Friday: 8:00 am-4:00 pm (After 4:00 pm or before 7:30 am \$195.00 minimum order required) Saturday-Sunday: 8:00 am-4:00 pm (\$195.00 minimum order required)

Closed when campus is closed, observed holidays, inclement weather, & other emergencies.

### **OFFICE HOURS**

Monday-Friday: 8:00 am-4:30 pm

### **QUESTIONS?**

If you have any questions on how to plan for your event, a Goodies 2 Go sales representative will be glad to help. Our job is to make you look good & satisfy your guests.

### **GOODIES 2 GO SALES OFFICE**

Phone: 301-314-8031 or 301-314-8027

Fax: 301-314-9763

Email: goodies2go@umd.edu

### GOODIES 2 GO Order Form

| Contact                           | Dept                         |  |              |
|-----------------------------------|------------------------------|--|--------------|
|                                   |                              | ax   |              |
|                                   | Billing Phone KFS#           |  |              |
|                                   |                              | Event Location                                       |              |
| Room (if applicable)              |                              |  |              |
| Guest Count                       |                              | <br>-Off □ Pick-Up, Email                            |              |
|                                   |                              |  |              |
| THE ANNAPOLITAN                   |                              | SANDWICH BOX   |              |
| WITH FRUIT TRAY (8 guest minimum) | \$9.00 each                  | (Minimum of 10 box lunches)  Choice of Sandwich      | ф15 001.     |
| Choice of three                   |                              |  | \$15.00 each |
|                                   | Croissants with butter & jam | Turkey & Cheddar Choice of Bread                     |              |
|                                   | Scones with butter & jam     | Bahn Mi Roll   |              |
| Regular Coffee                    | Scories with butter ex jain  | Gluten Free  |              |
|                                   |                              | Ham & Havarti  |              |
| Decaf Coffee                      |                              | Choice of Bread                                      |              |
| Hot Tea                           |                              | Bahn Mi Roll   |              |
| BREAKFAST WRAP BUF                | FFT                          | Gluten Free  |              |
| (minimum order of 12 per choice)  |                              | Roasted Chicken Salad                                |              |
| Egg                               | \$6.00 each                  | Choice of Bread                                      |              |
| Egg & Cheddar                     | \$6.00 each                  | Bahn Mi Roll   |              |
|                                   | \$6.00 each                  | Gluten Free  |              |
| Egg, Cheddar & Bacon              |                              | Classic Italian                                      |              |
| Egg, Cheddar & Turkey Sausage     | \$6.00 each                  | Choice of Bread                                      |              |
| Choice of Add-ons Hashbrowns      | \$2.25                       | Bahn Mi Roll   |              |
| Fruit                             | \$3.00                       | Gluten Free  |              |
| Hashbrown & Fruit                 | \$5.00                       | Chicken Breast with Cherry Mayo                      |              |
|                                   |                              | Choice of Bread                                      |              |
| FRESHLY BAKED PASTRIES            |                              | Bahn Mi Roll   |              |
| by the dozen                      |                              | Gluten Free  |              |
| Bagels with cream cheese          | \$27.50/doz                  | Southwest Wrap (vegetarian)                          |              |
| Assorted Muffins                  | \$26.50/doz                  | Choice of Bread                                      |              |
| Croissants with butter & jam      | \$30.00/doz                  | Plain Wrap<br>Gluten Free                            |              |
| Plain                             |                              | Tuna Salad (vegetarian)                              |              |
| Chocolate                         |                              | Choice of Bread                                      |              |
| Turtle                            |                              | Bahn Mi Roll   |              |
| Scones with butter & jam          | \$25.00/doz                  | Gluten Free  |              |
| Lemon                             |                              | Whipped Feta (vegetarian)                            |              |
| Cranberry                         |                              | Choice of Bread                                      |              |
| Raisin                            |                              | Plain Wrap   |              |
| Cinnamon                          | #17 FO/1                     | Gluten Free  |              |
| Assorted Doughnuts                | \$17.50/doz                  | UDODADE TO   |              |
| Assorted Mini Muffins             | \$13.25/doz                  | UPGRADE TO   |              |
| Assorted Mini Danish              | \$14.50/doz                  | EXECUTIVE SANDWICH BO<br>(Minimum of 10 box lunches) | OX           |
| YOGURT & SNACK BARS               |                              | Yes  | \$17.00 each |
| Individual Yogurt Cups            | \$4.00 each                  |  |              |

\$2.00 each

\_\_\_\_ Granola Bar

## GOODIES 2 GO

## Order Form

| SALAD BOX                                    |                              | SPECIALTY SANDWICH PLATTER                       |                             |  |
|--|------------------------------|--|-----------------------------|--|
| (Minimum of 10 box lunches)                  |                              | All Wrapped Up                                   | \$8.25 each                 |  |
| Choice of Salad                              |                              | (minimum order of 10)                            |                             |  |
| House Salad                                  | \$15.00 each                 | Italian  |                             |  |
| House Salad with chicken                     | \$17.00 each                 | Roast Beef & Swiss                               |                             |  |
| Caesar Salad                                 | \$15.00 each                 | Turkey & Cheese<br>Roasted Vegetables            |                             |  |
| Caesar Salad with chicken                    | \$17.00 each                 | MAKE YOUR PLATTER A MEAL                         |                             |  |
| South of the Border Salad                    | \$15.00 each                 | Add Miss Vicki's Potato Chips                    | +\$2.25 each                |  |
| South of the Border Salad with chicken       | \$17.00 each                 | Add Whole Fruit                                  | +\$2.50 each                |  |
| South of the Border Salad with effective     | \$17.00 cacii                | Add Pasta Salad                                  | +\$2.75 each                |  |
| SANDWICH PLATTERS (Minimum of 12 sandwiches) |                              | Add All Three Above Options                      | +\$6.75 each                |  |
| Choice of Sandwiches                         | \$11.25 each                 | ENTRÉE SALADS                                    |                             |  |
| Turkey & Cheddar                             |                              | House Salad                                      |                             |  |
| Choice of Bread                              |                              | Serves 12  | \$85.00                     |  |
| Bahn Mi Roll                                 |                              | Serves 12 with Chicken                           | \$102.00                    |  |
| Gluten Free                                  |                              | Choice of Dressing                               |                             |  |
| Ham & Havarti Cheese                         |                              | Ranch  | Lite Italian                |  |
| Choice of Bread                              |                              |  | Balsamic                    |  |
| Bahn Mi Roll                                 |                              |  | Fat Free Raspberry Dressing |  |
| Gluten Free                                  |                              | Caesar Salad                                     | фо <b>г</b> 00              |  |
| Roasted Chicken Salad                        |                              | Serves 12<br>Serves 12 with Chicken              | \$85.00<br>\$102.00         |  |
| Choice of Bread                              |                              | Choice of Dressing                               | Ψ102.00                     |  |
| Bahn Mi Roll                                 |                              | e e e e e e e e e e e e e e e e e e e            | Lite Italian                |  |
| Gluten Free                                  |                              |  | Balsamic                    |  |
| Classic Italian                              |                              | Caesar   | Fat Free Raspberry Dressing |  |
| <b>Choice of Bread</b><br>Bahn Mi Roll       |                              | Greek Salad                                      |                             |  |
| Gluten Free                                  |                              | Serves 12  | \$85.00                     |  |
| Chicken Breast with Cherry Mayo              |                              | Serves 12 with Chicken                           | \$102.00                    |  |
| Choice of Bread                              |                              | Choice of Dressing                               |                             |  |
| Bahn Mi Roll                                 |                              | Ranch  | Lite Italian                |  |
| Gluten Free                                  |                              | Blue cheese                                      | Balsamic                    |  |
| Southwest Wrap (vegetarian)                  |                              | Caesar   | Fat Free Raspberry Dressing |  |
| Choice of Bread                              |                              | South of the Border Salad                        | фо <b>г</b> оо              |  |
| Plain Wrap                                   |                              | Serves 12 Serves 12 with Chili Lime Chicken      | \$85.00<br>\$102.00         |  |
| Gluten Free                                  |                              | Choice of Dressing                               | Ψ102.00                     |  |
| Tuna Salad (vegetarian)                      |                              | Ranch  | Lite Italian                |  |
| Choice of Bread                              |                              | Blue cheese                                      | Balsamic                    |  |
| Bahn Mi Roll                                 |                              | Caesar   | Fat Free Raspberry Dressing |  |
| Gluten Free                                  |                              |  |                             |  |
| Whipped Feta (vegetarian)                    |                              | FRESH FRUIT SALAD                                |                             |  |
| Choice of Bread                              |                              | refreshing display of fruit                      |                             |  |
| Plain Wrap                                   |                              | Large Group serves 30                            | \$87.00                     |  |
| Gluten Free                                  |                              | Medium Group serves 20                           | \$58.00                     |  |
| Seasonal Choice (vegetarian) Choice of Bread |                              | Small Group serves 10                            | \$30.00                     |  |
| Plain Wrap                                   |                              | FRUIT & CHEESE                                   |                             |  |
| Gluten Free                                  |                              | cheese & fresh seasonal fruit served with cracke | ers                         |  |
| MAKE YOUR PLATTER A MEAL                     |                              | Large Group serves 30                            | \$117.00                    |  |
| Add Miss Vicki's Potato Chips                | +\$2.25 each                 | Medium Group serves 20                           | \$78.00                     |  |
| Add Whole Fruit<br>Add Pasta Salad           | +\$2.50 each<br>+\$2.75 each | Small Group serves 10                            | \$40.00                     |  |

+\$6.75 each

\_\_\_ Add All Three Above Options

## GOODIES 2 GO

### Order Form

| SEASONAL CRUDITE                                    |                                 | CAKES                                      |             |
|---|---------------------------------|--|-------------|
| fresh seasonal vegetables with ranch dressing       |                                 | Strawberry Shortcake Double Layer          |             |
| Large Group serves 30                               | \$87.00                         | Half Sheet serves 48                       | \$65.00     |
| Medium Group serves 20                              | \$58.00                         | <b>8" Cake</b> serves 10                   | \$28.00     |
| Small Group serves 10                               | \$30.00                         | UMD Celebration Cake                       |             |
| MEDITERRANEAN                                       |                                 | Full Sheet Double Layer serves 96          | \$75.00     |
| tzatziki, baba ghanoush, preserved lemon hummu      | s, marinated olives, pita chips | Half Sheet Double Layer serves 48          | \$50.00     |
| One Order serves 15                                 | \$58.00                         | Quarter Sheet Double Layer serves 24       | \$30.00     |
| HOT BUFFET MEALS                                    | \$240.00                        | Celebration 8" Round serves 10 \$22.00     |             |
| serves 12 with cookies, side salad and rolls. Maxin |                                 | Cake Options for all UMD Celebration Cakes |             |
| Penne and Meatballs                                 | num o orders.                   | Cake Type Filling                          |             |
| Herb Roasted Chicken Breast                         |                                 | Chocolate White                            |             |
| Samosa Chatt  |                                 | Yellow                                     |             |
| Beef Sliders 2/person                               |                                 |  | Duttercream |
| -   |                                 | Icing White                                |             |
| Salmon and Roasted Vegetables                       |                                 | Chocolate                                  |             |
| Goodies 2 Go Wings                                  |                                 | Buttercream                                |             |
| SNACKS  | Inscription (optional)          |  |             |
| Assorted Whole Fruit                                | \$2.50 each                     |  |             |
| Miss Vickie's Chip Bag                              | \$2.25 each                     |  |             |
| Pita Chips Bag                                      | \$2.25 each                     | BEVERAGES BY THE BOTT                      | ΓLE         |
| Pita Chips serves 6                                 | \$10.00                         | Lipton Flavored Iced Tea (16 oz)           | \$3.25 each |
| Tortilla Chips serves 6                             | \$10.00                         | Lemonade (20 oz)                           | \$3.25 each |
| Popcorn serves 56                                   | \$25.00                         | Aquafina Water (20 oz)                     | \$3.25 each |
| DIPS & SPREADS                                      |                                 | BEVERAGES BY THE CAN                       |             |
| Salsa   | \$7.00/pint                     | 12 oz                                      |             |
| Ranch Dip   | \$6.00/pint                     | Pepsi                                      | \$2.75 each |
| Hummus  | \$8.00/pint                     | Diet Pepsi                                 | \$2.75 each |
| DESCEDT SPECIALTY DI A                              | TTEDC                           | Sierra Mist                                | \$2.75 each |
| DESSERT SPECIALTY PLATTERS                          |                                 | Diet Dr Pepper                             | \$2.75 each |
| Sweet Treat   | \$36.00                         | Mountain Dew                               | \$2.75 each |
| Tasty Turtle  | \$36.00                         | Bubly's Sparkling Water                    | \$2.75 each |
| Greek Street  | \$36.00                         |  |             |
| TREATS BY THE DOZEN                                 |                                 | JUICE BY THE BOTTLE                        |             |
| UMD Cookies   | \$18.00                         | by Ocean Spray, 15.2 oz<br>Orange          | \$3.00 each |
| Gourmet Butter Cookies                              | \$15.00                         |  | \$3.00 each |
| Taste-udos Cookies                                  | \$20.00                         | Apple                                      |             |
| Mini Brownie Truffle Cakes                          | \$18.00                         | Cranberry                                  | \$3.00 each |
| Mini Pastries                                       | \$20.00                         | HOT BEVERAGES                              |             |
| Coconut Bars  | \$18.00                         | serves 15                                  |             |
| Cupcakes  | \$20.00                         | Fair Trade Coffee                          | \$26.75     |
| 0 ap and  |                                 | Fair Trade Decaf Coffee                    | \$26.75     |
|   |                                 | Hot Tea                                    | \$20.00     |
|   |                                 | Hot Chocolate                              | \$20.00     |
|   |                                 |  |             |

### GOODIES 2 GO

### Gluten Free Options

### **BREAKFAST**

Gluten Free Muffins and Bagels

Fresh Fruit Salad

## BOX SANDWICHES AND SALADS

**All Boxes** 

made with gluten free bread and gluten free cookies

### PARTY PLATTERS

Fresh Fruit Salad

Fruit and Cheese

Seasonal Crudite

### **BUILD-YOUR-OWN BUFFET**

Sandwich Platters

made with gluten free breads

## Vegan & Vegetarian Options

### BREAKFAST

Breakfast Pastries Fresh Fruit Salad Whole Fruit

Granola Bars

## BOX SANDWICHES AND SALADS

**Sandwich Box** 

Southwest Wrap

Southwest Vegan Wrap

Whipped Feta and Roasted Vegetables (veg)

**Salad Boxes** 

House Salad

Caesar Salad (no meats)

### **PARTY PLATTERS**

Fresh Fruit Salad

Fruit and Cheese

**Seasonal Crudite** 

Mediterranean

### **BUILD-YOUR-OWN BUFFET**

**Sandwich Platter** 

Southwest Wrap

Southwest Vegan Wrap

Whipped Feta and Roasted Vegetables (veg)

**Entrée Salads** 

House Salad

Caesar Salad (no meats)

Greek Salad

South of the Border

# Goodies 2 Go Event Cancellation Form

## To cancel service, complete this form & email it to goodies2go@umd.edu

Cancellation received more than one business days before the event incurs no charge.

Cancellation received with less than one business days' notice incurs a charge for perishable food.

Cancellation received on the day of the event incurs full charge for the event.

| I am requesting that Goodies to Go not provide food, beverages, or supplies for this event. |
|---|
| I will pay incurred charges as described above.   |
|   |
|   |
| Today's Date & Today's Time   |
|   |
|   |
|   |
| Event ID #  |
|   |
|   |
| Authorized Signature  |
|   |
|   |
| Printed Name  |