

CATERING ORDER FORM

Design Coffee Shop: The Buzz

The Buzz has partnered with a several local vendors to offer a variety of natural and organic food selections. Tully's Coffee is certified organic and handcrafted in small batches using vintage cast iron roasters; The Essential Baking Company provides certified organic pastries and desserts; Mighty O Donuts delivers organic, dairy free donuts; Organic To Go offers delicious organic created with fresh ingredients sourced locally whenever possible.

Ordering is simple. Please follow the steps below:

1. Choose your catering menu(s): Breakfast, A la Carte or Lunch.
2. Customize your catering order with order form plus menu(s) for each *new event*. New pick or delivery time equals a *new event*.
3. Submit your order at least 3 business days in advance. Please submit in person to 224 Gould Hall or by fax to 206.543.2463.
4. Designate pick-up or delivery location, date and time.
5. Watch for your email order confirmation, review, sign, and fax back to 206.543.2463.
6. Pick-up! or Await your Delivery!

ORDER DETAILS

TODAY'S DATE _____

NAME _____

DEPARTMENT _____

EMAIL _____

PHONE _____ FAX _____

HOW WOULD YOU LIKE TO PAY? Sales Tax is applied to all orders not using a UW budget.

UW Budget Number. _____ Cash CHECK Payable to "University of Washington"

HOW WOULD YOU LIKE TO RECEIVE YOUR ORDER?

Delivery Date _____ Time _____ Delivery Location _____

Pick-Up Date _____ Time _____ Pick-up Location: Gould Hall Coffee Shop Architecture Hall Coffee Shop

Do you want this to be a recurring order? If yes, please list future dates: _____

Cancellations

- Please communicate cancellations as soon as possible. Cancellations submitted less than 3 business days prior to the event will be charged up to 100%.

Minimum Orders and Order Timing

- There is no minimum order for pickups. If you require delivery service, we request that your order is at least \$80. In an effort to lower overhead expenses and raise as much money as possible for CBE scholarships, we encourage you to consider picking up your order from our coffee shops. A cart is available for your pickup convenience.
- We require that all orders except coffee be placed 3 business days in advance. Based on the size of the order, coffee may be requested: one-hour advance notice required for 10-12 or 16-18 cup coffee/tea orders; two day advance notice required for 2.5 or 5 gallon coffee/tea orders.
- The Buzz Café is closed on weekends, during summer quarter, and University of Washington breaks and holidays. During this times, catering is available on a case-by-case basis based on staffing availability.

Payment

- Food purchased through University budgets or grants is paid for by an Internal Sales Document and is not subject to state sales tax and gratuities.
- Washington State and local taxes are added to purchases on non-University accounts. The current sales tax is 10% percent for food and beverages and 9.5% percent for all nonfood items. Tax rates are subject to change.
- Menu prices are subject to change: pricing will be verified when we confirm your order.

Pick-up, Delivery, and Special Fees

- Orders are available for pickup or delivery beginning at 8:00 am through 4:30 pm.
 - Between 8:00 am and 4:30 pm there is no fee for order pickups from our coffee shops.
 - Catering before 8:00 am will be coordinated on a case-by-case basis; a \$15 service charge will be applied to orders.
 - Catering orders that are not picked up by 4:30 pm at pick up location are subject to a \$35 per hour charge (please remember our employees are students).
- There is a \$15 fee for all deliveries: delivery times may need to be negotiated based on the amount of advance notice and café staffing.

The Buzz Office: 224 Gould Hall Box 355726 Seattle, WA 98195-5726 P: 206.616.2439 F: 206.543.2469 E: thebuzz@u.washington.edu

Café Locations: Gould Hall (room 150) and 211 Architecture Hall (room 211)

TORREFAZIONE COFFEE & TAZO ORGANIC TEAS				
QUANTITY	PRICE	REGULAR	DECAF	TEA
7 cups	\$14.00			
25 Cup	\$30.00			
40-50 cups (2.5 gallons)	\$65.00			
80-100 cups (5 gallons)	\$130.00			

*Cups, lids, assorted sugars and sweeteners, half and half, non-fat milk, stir sticks and napkins included based on size of order.
One-hour advance notice required for the 10-12 or 16-18 cup coffee/tea; two day advance notice for 2.5 or 5 gallons.*

FULL SIZE BAKERY ITEMS	Per 1/2 Dozen	
	PRICE	QTY
BAKERY ASSORTMENT (muffins, scones & cinnamon rolls)	\$13.00	
MUFFINS	\$12.00	
SCONES	\$12.00	
CROISSANTS PLAIN	\$11.00	
CROISSANTS ASSORTED	\$14.50	
SWEET ROLL ASSORTMENT (cinnamon & orange glazed)	\$13.00	
BAR ASSORTMENT	\$13.00	
GLUTEN FREE BAR/COOKIE ASSORTMENT	\$15.00	
COOKIE ASSORTMENT	\$13.00	
QUICK BREADS (serves 8)	\$14.00	
____ Banana ____ Zucchini ____ Blueberry Coffee Cake		
DONUTS	\$11.00	
BAGEL ASSORTMENTS & CREAM CHEESE	\$13.00	
____ Assorted ____ Breakfast ____ Savory		
CUPCAKES	\$12.00	
____ Chocolate Chocolate ____ Chocolate Vanilla		
____ Lemon Citrus ____ Mint Choc ____ Vanilla Chocolate		
____ Strawberry ____ Vanilla Vanilla		
DANISHES (fruit varieties)	\$12.00	
QUICHE 5" (broccoli swiss, Lorraine, leek & blue cheese)	\$20.00	
GLUTEN FREE email meegan@uw.edu for NuFlour options		

Pastry orders require minimum three (3) days notice.

A LA CARTE	PRICE	QTY
Dilettante Biscotti	\$2.50	
Erin's Popcorn Cheddar/Plain	\$1.50	
Quacker Granola Bars	\$1.00	
Greek Yogurt	\$1.50	
Kettle Chips	\$1.50	
Yoplait Yogurt	\$1.50	
Nonni Biscotti	\$1.25	
Other		

MINI SIZE BAKERY ITEMS	Per 1/2 Dozen	
	PRICE	QTY
Varieties come in sets of 6		
MUFFINS	\$8.50	
____ Blueberry ____ Bran ____ Lemon Poppy ____ Sunrise		
____ Carrot Ginger ____ Chocolate ____ Banana Blueberry		
SCONES	\$7.50	
____ Blueberry ____ Lemon Poppy ____ Maple Spice		
____ Orange Currant ____ Peach Passion ____ Cinn Pumpkin		
SWEET ROLLS	\$8.50	
____ Cinnamon Glazed ____ Orange Glazed		
COOKIES	\$7.50	
____ Chocolate Chip ____ Ginger ____ Oatmeal Raisin		
____ Oatmeal Chocolate Chip ____ Snickerdoodle		
BROWNIES	\$8.50	
CROISSANTS PLAIN	\$8.50	
CROISSANTS ASSORTED	\$9.50	
DONUTS (minimum 2 dozen per flavor/increase 1 dozen)	Per Dozen	
____ Cinn Sugar ____ Baby O's ____ Coco ____ Seasonal	\$9.50	

Gluten free options are not available in the mini bakery size.

BEVERAGES	PRICE	QTY
Coke 12 oz can variety	\$1.00	
Dasani Bottled Water	\$2.00	
Honest Tea	\$2.00	
Hot Chocolate & Spiced Cider Packets (for 10-12 cup hot water)	\$5.00	
Iced Water (60 oz pitcher & cups)	\$4.00	
Nantucket Nectars	\$2.00	
San Pelligrino Flavored Water	\$2.00	
Vitamin Water	\$2.00	

TOTAL CHARGE