

WRPS Catering Service Request

Date Needed: _____ Number of Guests: _____

Time Needed: _____

Event: _____

Location/Room: _____

Requested By: _____ Date Submitted: _____

Email Address: _____

When complete, please email form to catering@wrps.net. All orders will be confirmed via email. If you do not receive an email confirmation, please call Emiley Rucinski at 715-424-6703 ext. 2.

Quantity	Description of Food and/or Supply Item	Unit Price	Total

Special Instructions:

Following your event, an invoice will be sent with the total balance due. Please indicate your payment method:

Check

Account Number: _____