



T: (650)926-2650 F: (650)725-5653 2575 Sand Hill Road Menlo Park, CA 94025

**Harvest Cafe**  
 2575 Sand Hill Road  
 Menlo Park, CA 94025  
 Telephone Number: (650) 926-2650  
 Fax Number: (650) 725-2673  
 E-mail: jdluu@stanford.edu

**EVENT ORDER: HC423**  
 Event Date: Tuesday, April 9, 2013  
 Event Name: SLAC COFFEE SERVICE  
 Site: Harvest Cafe  
 Salesperson: Jennifer Luu

Contact: Debbie Tryforos  
 Mailing Address: SLAC  
 2575 Sand Hill Road  
 E-mail: debbien@slac.stanford.edu

Daytime Phone: (650) 926-8764  
 Mobile Phone: (408) 476-6716  
 Fax Number:  
 On-Site Contact: Debbie Tryforos

Day/Date	Start/End Time	Location	Function	Set-Up	Est	Gte	Set
Tue, 4/9/13	6:45AM- 9:30AM	BLDG. 51 Conf. Rm. 3rd Floor	AM Break Service		12		

FOOD	QTY	PRICE	TOTAL
<b><u>6:45 AM / BLDG. 51 CONF. RM. 3RD FLOOR / AM BREAK SERVICE</u></b>			
<i>Breakfast Selections</i>			
<i>Breakfast</i>			
Assorted Muffins and Scones (per dozen)	1	\$19.00	\$19.00
<i>Coffee Service Options</i>			
<i>Beverage Selections</i>			
Starbucks Single Coffee Service with Starbucks Regular and Decaf Coffee, Hot Water with Assorted Tea Bags and Hot Cocoa. Served with Regular Sugar, Sweeteners, Creamers	12	\$3.00	\$36.00

SET-UP & SERVICE	QTY	PRICE	TOTAL
<b><u>6:45 AM / BLDG. 51 CONF. RM. 3RD FLOOR / AM BREAK SERVICE</u></b>			
<b>DELIVERY INFORMATION:</b> Delivery 6:20 AM Pickup 9:30 AM **All times are approximate. All deliveries will be made no later than 15 minutes prior to event start time.**	1		
<b>DISPOSABLE SERVICE:</b> Biodegradable Disposables (12)	1		
<b>LINEN:</b> Olive Complimentary Buffet Linen (1) : White Napkins	1		
<b>CATERING TABLE NEEDS:</b> Please call the SLAC Labor Shop OR Event and Labor Services to order the following catering tables: (1) 8 Foot Table			

ESTIMATED CHARGES (Actual Charges Presented At Conclusion of Event)					
	Charges	Service Charge 0.00 %	Subtotal	Sales Tax	Total
Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food	\$55.00	\$0.00	\$55.00	\$0.00	\$55.00
Beverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Set-Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Totals</b>	<b>\$55.00</b>	<b>\$0.00</b>	<b>\$55.00</b>	<b>\$0.00</b>	<b>\$55.00</b>
				<b>Payments Received</b>	<b>\$0.00</b>
<b>Payment Arrangements:</b>				<b>Balance Due</b>	<b>\$55.00</b>

Preferred Method of Payment): 1027883-2-AABNO

Event orders should be confirmed at least 3 business days prior to the event date.

SLAC Events and Labor Services

Facilities (contact for Labor Pool, Electrical, Custodial, Recycling needs) – 650-926-8901

Security (for site access, after-hour building access and emergency assistance) – 650-926-2551 or fill out a SLAC Security Site Entry Form online

PAYMENT METHODS:

•Stanford P-Card, Credit Card, or Cash: Please pay at the Harvest Café, or speak to Kristi Hollman.

•Stanford PTAE: Please forward your event order to your financial approver for him/her to fill out the web form found at <http://www.stanford.edu/dept/rde/guesthouse/wa2/form.fb>

•Stanford PTAE with Awards Beginning with AR, AS, or AT Cost Center (hospital/clinic account) or ASSU account (student account): Please forward your event order to your financial approver for him/her to fill out the web form found at <http://www.stanford.edu/dept/rde/guesthouse/wa2/form.fb>

•SLAC Account: Please provide your SLAC Account Number in your confirmation of this event.

•Check: Please make all checks payable to:

Harvest Café  
2575 Sand Hill Road  
Menlo Park, CA 94028

Check payments are requested to be received within 10 days of your event.

Please contact us by phone at (650) 926-2650 or by email at [culinary-arts@stanford.edu](mailto:culinary-arts@stanford.edu).  
Office Hours are Monday through Friday 8:00AM to 4:00PM.

\*Please note: This timeframe is when our office is open to receive phone calls and emails.

\*Culinary Arts Catering observes regular University holiday schedules

The undersigned accepts the responsibility for the service and prices listed in this agreement.  
Please fax or email to 650-926-5388 or [culinary-arts@stanford.edu](mailto:culinary-arts@stanford.edu).

Signature: Debbie Taylor

Date: 4-3-13