



TODAY'S DATE: _____

Food Service Request Comstock Public Schools

For all Catering, Special Food Requests, Field Trip Lunches or Paper Product Needs

Please e-mail our department within ten days to guarantee the best possible prices and service

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____ TIME(S): _____

LOCATION: _____

CHECK ONE: FOOD PREPARED _____ FOOD NOT PREPARED _____

QUANTITY	DESCRIBE FOOD OR ITEMS NEEDED ~ BE SPECIFIC

REQUESTED BY: _____ CONTACT NUMBER: _____

ACCOUNT NUMBER TO BE CHARGED: _____

DO YOU NEED AN ESTIMATE? YES _____ NO _____

Please e-mail this form to: Holly.Wait@comstockps.org or your school kitchen email