	Student Group Name Here			

Event Name	[Event Name Here]			
Event Date	[Event Date Here]			
Guest Ready Time	[15-30 minutes before event start time]			
Catering Cleanup Time	[15-20 minutes after event end time]			
Guest Count	[Estimated Guess Count]			
USF Client Name	[Your Name Here]			
Building	[Kendrick/Zief]			
Floor/Room	[Room Number]			

Item	**Description**	**Quantity**	**Price**	**Total Price**
Classic Sandwiches	5 roast beef, 5 turkey, 7 veggie	17	$9.00	$153.00
Water		50	$2.00	$100.00
Subtotal				$253.00
Student Org Discount	25% of subtotal			$189.75
Tax	8.75% of subtotal after discount			16.603125
Total				$206.35