

How to Order Catering Through Bon Appétit

NOTE: Catering requests must be ordered 5 to 10 business days *BEFORE* the event

- Go to: www.oes.edu
- Click: Contacts (right hand corner)
- Click: Food Services (left hand side)
- Click: Blank Catering Form (right hand side)
- "File Save as" on your desktop with name of event
- Fill out the information needed on the catering form
- There are different catering budget account numbers – ask your division or department admin for the account number **BEFORE** you send your catering request to Bon Appétit
- **Important: catering requests will not be processed without the budget account number**
- Email your completed catering form to: catering@oes.edu
- **Ordering Sack lunches – same procedure as above.**

SACK LUNCH MENU

- **SANDWICH**
Sandwich choices:
 - Turkey
 - Ham
 - Soy nut butter
 - Soy nut butter and jam
 - Cheese
 - Roasted VeggiesSandwich substitute – small bagel and cream cheese
- **COOKIES**
- **WHOLE FRUIT**

EXTRA CHARGE – anything not listed on the menu including bottles of water

Note: We encourage you to pick up your order to avoid a \$15 delivery fee.