



# Catering Order Form

<b>Taken By:</b>	<b>Date Needed:</b>	<b>Day:</b>	<b>Time:</b> AM      PM
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<b>Customer Name:</b>
<b>Telephone #:</b>
<b>Email Address:</b>

<b>Please Adjust:</b> _____ Salad Plates _____ Bread Sticks  Remember every 1 ½ feet of party bread contains 4 bread sticks.
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Item:	Quantity	Price	Total
<b>Subway Fresh Fit® Platter</b> Veggie Delite®, Black Forest Ham, Turkey Breast, Subway Club®, Turkey Breast & Ham			
<b>Classic Combo Platter</b> Cold Cut Combo, B.L.T. Turkey Breast, Tuna, Italian B.M.T.®			
<b>Flavor Craver Platter</b> Subway Club®, Roast Beef, Spicy Italian, Italian B.M.T.® Turkey Breast & Ham			
<b>Custom Platter</b> Customer's choice of 5 footlong sandwiches			
<b>Giant Sub</b>	Feet		
<b>Boxed Lunches</b> (Lettuce and Tomato only, No Cheese)	(Minimum 10)		
<b>Cookies</b> By the dozen			
<b>Cookie Platter</b> 36 Cookies			
<b>Bottled Beverages</b> 20oz Bottles			
<b>Chips</b> Single Serve Bags			

<b>Method of Payment:</b>	<input type="checkbox"/> Credit	<input type="checkbox"/> Debit	<input type="checkbox"/> Check	<input type="checkbox"/> Other
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<b>Sub Total</b>	
<b>Sales Tax</b>	
<b>Total</b>	
<b>Deposit</b>	
<b>Total due</b>	

**Bread:**

Italian                       Wheat                       Honey Oat  
 Italian Herbs & Cheese  
 Italian/Wheat Braid (Giant Subs Only)  
 Other \_\_\_\_\_

<p><b>Meat</b>                                      <b>Quantity*</b></p> <p> <input type="checkbox"/> Cold Cut Combo                      _____  <input type="checkbox"/> Black Forest Ham                      _____  <input type="checkbox"/> B.L.T.                                      _____  <input type="checkbox"/> Italian B.M.T.®                      _____  <input type="checkbox"/> Roast Beef                              _____  <input type="checkbox"/> Spicy Italian                              _____  <input type="checkbox"/> SUBWAY® Club                      _____  <input type="checkbox"/> Turkey Breast                              _____  <input type="checkbox"/> Turkey Breast &amp; Ham                      _____  <input type="checkbox"/> Tuna                                      _____  <input type="checkbox"/> Veggie Delite®                      _____  <input type="checkbox"/> Other _____                      _____         </p>	<p><b>Cheese:</b></p> <p><input type="checkbox"/> Yes</p> <p>Type: _____</p> <p><input type="checkbox"/> No Cheese</p>	<p><b>Toppings:</b></p> <p> <input type="checkbox"/> Lettuce  <input type="checkbox"/> Tomatoes  <input type="checkbox"/> Cucumbers  <input type="checkbox"/> Green Peppers  <input type="checkbox"/> Onion  <b>Upon Request:</b>  <input type="checkbox"/> Hot Peppers  <input type="checkbox"/> Olives  <input type="checkbox"/> Pickles  <input type="checkbox"/> Bacon (Extra Charge)  <input type="checkbox"/> Other _____         </p>	<p><b>Condiments:</b></p> <p> <input type="checkbox"/> Chipotle Southwest  <input type="checkbox"/> Honey Mustard  <input type="checkbox"/> Light Mayonnaise  <input type="checkbox"/> Mayonnaise  <input type="checkbox"/> Mustard: Yellow or Brown  <input type="checkbox"/> Oil  <input type="checkbox"/> Ranch  <input type="checkbox"/> Sweet Onion  <input type="checkbox"/> Vinegar  <input type="checkbox"/> Other _____         </p>
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\* Quantity Column: # of feet for a giant sub or # of footlongs for a platter

## 21 Catering Facts & Tips

<p><b>General Info</b></p> <ul style="list-style-type: none"> <li>○ We <b>do not</b> offer any hot sandwiches due to food safety concerns.</li> <li>○ All Giant Sub &amp; Sandwich Platter orders receive a finishing touches kit which includes an assortment of sauces, mayo, mustard, oil and vinegar, napkins and cutlery and your catering brochure. One kit per platter and one kit per every 3 ft of giant sub.</li> <li>○ Find out what time the customer plans on serving the food so you can prepare the product as close to pick up time as possible. Make sure to keep all products refrigerated until pick up time.</li> <li>○ Recommended portions may vary based on the type and size of the group being served. Make sure to ask as many questions as possible to help the customer determine their catering needs. For example, very young or older people generally have smaller appetites. Teenagers or adult males generally have larger appetites. A business lunch may mean that people may eat less.</li> <li>○ Retain the customer's name and phone number so you can follow up on the order the day after the event to see if the customer was satisfied and if not what can you do to improve the order.</li> <li>○ We <b>do not</b> offer any flatbread catering because the flatbread is intended to be consumed while warm.</li> </ul>	<p><b>Sandwich Platters</b></p> <ul style="list-style-type: none"> <li>○ 1 Sandwich platter feeds 5-9 people.</li> <li>○ We offer 4 types of platters. Each platter consists of 5 footlong sandwiches cut equally into 3 portions. Below are 3 different platters that consist of a pre-determined mixture of sandwiches.</li> </ul> <p><u>Classic Combo Platter:</u> Cold Cut Combo, B.L.T, Turkey Breast, Tuna and Italian B.M.T.®</p> <p><u>Flavor Craver Platter:</u> Subway Club®, Roast Beef, Spicy Italian, Italian B.M.T.®, Turkey Breast &amp; Ham</p> <p><u>Subway Fresh Fit® Platter:</u> Veggie Delite®, Ham, Turkey Breast, Subway Club®, Turkey Breast &amp; Ham</p> <p><u>Custom Platter:</u> Customer's choice of 5 footlong sandwiches cut into 3 equal portions.</p> <ul style="list-style-type: none"> <li>○ To help a customer determine the correct # of platters use the following formula  <math display="block">\text{People } \underline{\hspace{1cm}} \times 2\text{ppp}^* = \underline{\hspace{1cm}} \text{portions} \div 15 = \underline{\hspace{1cm}} \text{Platters}</math> </li> </ul> <p>Example: 36 people <math>\times 2\text{ppp}=72</math> portions <math>\div 15=4.8</math> platters = 5 platters</p> <p>*Portions per person</p>
<p><b>Giant Subs</b></p> <ul style="list-style-type: none"> <li>○ We require 24 hours notice for giant subs orders so we can make the braided bread.</li> <li>○ A 3ft giant sub feeds 10-12 people and a 6ft sub feeds 20-25 people.</li> <li>○ Bread is available in any of our gourmet selections or a festive white and wheat braid.</li> </ul>	<p><b>Boxed Lunches</b></p> <ul style="list-style-type: none"> <li>○ Available in most locations but may not be offered in your area. Check with your manager for further details.</li> <li>○ Boxed lunch consists of a 6" sandwich, a bag of chips and a cookie in a stackable box.</li> <li>○ Only lettuce and tomato are offered on the sandwiches. <b>Do not</b> place cheese on these sandwiches.</li> <li>○ A bottled beverage can be included for an additional charge.</li> <li>○ Minimum order is 10 boxed lunches.</li> </ul>
<p><b>Cookie Platters</b></p> <ul style="list-style-type: none"> <li>○ One cookie platters consist of 36 assorted cookies unless a specific type is requested.</li> <li>○ Estimate one cookie per person attending the event. This will help you and the customer determine the number of platters needed.</li> <li>○ Inform the customer that some of our cookies contain nuts and all cookies have the potential to come in contact with nuts due to the baking process.</li> <li>○ Serve 12 cookies in a salad bowl.</li> </ul>	