Birmingham Public Schools
Catering Invoice

Presented By Chartwells Dining Services

Event or Group Name:	Date of Event:
Location of Event (address, Room Number, etc.)	# of guests

Time of Event:	Time area is available for set-up:
Contact Name:	Contact Phone Number:

Account Code to Charge:

Order Date:	Cost:

Services Rendered:	Chartwells Dining Services 2205 Holland St. Birmingham, MI 48009

Menu Selections:	**Quantity:**

Make checks payable to:	**BPS Outside Catering** **PO Box 3004,** **Birmingham, MI 48009** **Attn: Finance Department**

Please save this form locally and email completed form to:

BPS-Catering@Birmingham.k12.mi.us