



**PERSONAL TOUCH FOOD SERVICE**  
***EXPRESS* CATERING EVENT ORDER FORM**  
**JAMESTOWN COMMUNITY COLLEGE**

Thank you for choosing Personal Touch Food Service to cater your event. Our professional & talented culinary team is available to help you plan your event.

This catering form is designed for weekday catering for small groups with a minimum of 10 people, a minimum of \$100.00 and for weekdays until 4:00pm. **Additional costs will apply for any catering events after 4:00pm.** Customized catering is available regardless of size of group or budget.

Please contact our office at 716-338-1420 or JamestownCatering@mail.sunyjc.edu with any questions.

**Menu Order Form Instructions:**

Please provide all information and list any special instruction in the box on page 4.

Please include budget code and required signatures.

Please submit requests seven (7) days prior to the event to ensure proper services are provided.

\*When ordering the **Yellow** box is for **pick up** and the **Blue** box is for **delivery**.

\*Pricing and menus are subject to change.

Name of Event		Day/Date	
Department/Building		Room/Location	

Delivery Time		Event Start Time		Clean Up Time	
# Attending		Breakfast	Lunch	Dinner	Snack

(Check all appropriate)

Contact Person		Department	
Phone #		JCC Budget Code	

Cafe Manager Signature	Maura Feeley, FSD 338-1420	JCC Contact Signature	
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Grand Total:



**PERSONAL TOUCH FOOD SERVICE**  
**CATERING ORDER FOR JAMESTOWN COMMUNITY COLLEGE– Page 1**

**COFFEE & TEA SERVICE**

Check Selection:				QTY	Price	QTY	Price	Total
Small (Serves 8)	Regular	Decaf	Hot Tea		\$12.50		\$14.50	
Medium (Serves 14)	Regular	Decaf	Hot Tea		\$18.75		\$20.75	
Large (Serves 20)	Regular	Decaf	Hot Tea		\$27.50		\$29.50	

**CONTINENTAL BREAKFAST - choice of bagels, muffins and pastry. Includes whole fruit, OJ, Coffee. Minimum Order 10 Guests**

Check Selection:				QTY	Price	QTY	Price	Total
\$6.95 per person Whole Fruit, Orange Juice, Coffee							\$6.95	
\$2.50 Fresh Fruit Salad							\$2.50	

**FOOD BAR MENU - Minimum Order of 10 Guests**

Taco Bar: Beef, chicken or Refried Beans, and Spanish Rice. Toppings: lettuce, cheese, salsa, sour cream. Cookies, bottled water.

Burger Bar: Beef Patty with roll, cheese, lettuce, tomato, ketchup, mustard, mayo. Chips, cookies, bottled water. (vegetarian burgers available upon request)

Pasta Bar Meat sauce Alfredo with chicken meatballs marinara sauce

Includes: Garden Salad, Garlic Breadsticks, Cookies, Bottled Water.

Check Selection: Taco Burger Pasta				QTY	Price	QTY	Price	Total
							\$11.00	

**PREMADE SANDWICH PLATTERS & BOX LUNCHES: SUBs, Wraps, Wheat Bread**  
**Minimum Order of 10 Guests**

6" subs, assorted wrap, or white & wheat, sandwiches: Includes chips, cookie & bottled water.

Check Selection: Sub Platter Wrap Platter Boxed Lunch								
<b>Check # of each Selection:</b> Ham & swiss _____				QTY	Price	QTY	Price	Total
turkey & provolone _____ vegetable & hummus _____					\$9.50		\$11.00	
tuna _____								

**ENTRÉE SALADS – Minimum Order of 10 Guests**

Check Selection:				QTY	Price	QTY	Price	Total
Signature Salad: Mixed Field Greens and Romaine Lettuce, Mandarin Oranges, Dried Cranberries, Sliced Almonds, Crumbly Blue Cheese With Chicken: \$2.00 extra per person							\$9.00 \$2.00	
Caesar Salad: Crisp Romaine Lettuce, Parmesan Cheese and Croutons With Chicken: \$2.00 extra per person							\$7.50 \$2.00	
Garden Salad: Toppings: Grape Tomatoes, Cucumbers and Carrots \$2.85 per person With Chicken: \$2.00 extra per person							\$6.00 \$2.00	
DRESSINGS: (select 2) Ranch Italian Caesar Maple Balsamic								

**PIZZA – Includes Cheese & 1 topping**

Check Selection: <input type="checkbox"/> Cheese Only	QTY	Price	QTY	Price	Total
16" (8 slices)				\$12.00	
*Full sheet (24 pieces)				\$22.00	
TOPPINGS: Add Toppings \$3.00 ea.				\$3.00	
pepperoni      sausage      Broccoli      onions & peppers					

**WINGS - Market priced- please contact Café Manager**

	QTY	Price	QTY	Price	Total

**A LA CARTE OPTIONS**

Check Selection:	QTY	Price	QTY	Price	Total
Bottled water:		\$1.25		\$1.25	
12oz Iced soda:		\$1.25		\$1.25	
12oz Sparkling Water:		\$1.25		\$1.25	
Potato Chips:		\$1.25		\$1.25	
Fresh Veggies and Dip:		\$2.25		\$2.25	
Cookies:		\$1.25		\$1.25	
Pretzel & Peanut Butter Cup		\$2.25		\$2.25	
Fruit Salad:		\$2.50		\$2.50	
Pasta Salad:		\$2.50		\$2.50	
Yogurt Parfait Vanilla Yogurt, Fresh Fruit, Homemade Maple Granola		\$3.50		\$3.50	

**PAPER SERVICE – Personal Touch Food Services includes all standard paper products.**

Check Selection:	QTY	Price	QTY	Price	Total
Standard Paper Service \$.40 per person		\$.40		\$.40	
Upscale China Service \$1.50 per Person		\$1.50		\$1.50	
Linen Rentals - Market Price					

Special Requests, Custom Menus Or Instructions:

For Office Use Only: