



New Braunfels ISD

Catering Order Form

Please email this completed form to catering@nbsid.org or 566 Butcher St, New Braunfels TX 78130

Today's Date: _____

Date of Event: _____

Contact Information		
Contact Person:		
Phone Number:	Fax Number:	
Email Address:		
Payment Information		
Name or Organization:		
Billing Address:		
Event Details		
Set Up Time:	Time of Event:	Clean Up Time:
Name of Event:	Type of Event: (banquet, buffet, full service, etc.)	
Location of Event:		
Number of People:		
Special Instructions:		

Please enter the name, quantity of each product, and total costs at the bottom

Quantity	Unit (ea. dz. Etc.)	Name of Item	Unit Price	Total

Budget Code: _____ OR Check #: _____ TOTAL: \$ _____

Authorized Signature _____ Date _____