

**WESTWOOD PUBLIC SCHOOLS**

**Food Service Department**

**Function Request**

|  |  |
| --- | --- |
| **Function Date, Time, and Location** |  |
| **Contact** |  |
| **Function Description** |  |
| **PO#** |  |
| **Total Number of Guests** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Amount | Description | Unit | Price |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1 | Service Charge | 10% |  |
| **Total** |  |

|  |
| --- |
| Tablecloths:  |
| Cutlery:   |
| Cups:  |
| Plates:  |
| Napkins:  |

|  |  |
| --- | --- |
| **Notes** |  |