Lift Coffee Shop & Café

218 W. Broad Street
Richmond, VA 23220
804/344-LIFT
804/344-4437 fax

mon-fri...7am-7pm • sat...8am-8pm • sun...9am-7pm

www.liftcoffeeshop.com

CATERING ORDER FORM Cover Sheet

INVOICE # *(for office use only):*

***Delivery**	
Pick up	

Date: 01/02/1234

Company Name: name

Billing Address: address

Contact Name: name **Phone Number:** (804) 555-5555

I am ordering:

- ☐ Coffee
- ☐ Breakfast Platters
- ☐ Lunch Platters
- ☐ Boxed Lunches

Date Needed: 01/02/1234

Time Needed: 12:30

*Address of Delivery:
your address
*Directions:
directions

(for office use only)	
Item(s)	**Cost**
Subtotal	
Sales Tax (11%)	
*Delivery Fee ($10.00)	
Gratuity	
Total Due	

Form of Payment:

- ☐ Bill my Account
- ☐ Company Check/ C.O.D.
- ☐ Credit Card

Tax Exempt # (if applicable):
tax exempt #
Credit Card Type: card type
Name on Card: name
Number: 1234 5678 9012 3456
Expiration Date: 07/09

Visit our website at..... www.liftcoffeeshop.com