

Subway Express Catering Order Form

(One order per form please)

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Client Name: _____

Department: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Date of Order: _____ Number of Guests: _____

Order Pick Up Time: _____

*****Please note, order pick up time must be within Subway Express' hours of operation***

Food & Beverage Order: ([click here to view Subway Express Catering Menu](#)):

- Orders to be invoiced must be submitted at least **five (5) business days prior to event date**. All other orders require minimum 48 hours' notice
- We will do our best to accommodate late requests, additional fees may apply
- This order is **not confirmed** until you receive an email confirmation
- University departments are extended credit with prior authorization and an invoice will be sent following pick up. For all other Clients, payment in full is required when the order is picked up
- There is no charge if orders are cancelled at least **three (3) business days prior to the order date**. Should you need to cancel your order less than three (3) business days, the Client is responsible for 100% of the cost of goods purchased for the order, including food and labor
- Please email orders to Corina Alvarado-Moreno at calvaradomoreno@csufresno.edu when completed; only one order per form please

Signature: _____ Today's Date: _____