



Academy Café Box Lunch Menu Order Form

Today's Date: _____ Date of Visit: _____ Contact Name: _____ Group Name: _____ Group Visit Order #: _____ Group Leader Name: _____ Office Tel #: _____ Group Leader Mobile Phone #: _____ Email Address: _____	All orders must be placed by e-mail only. All prices are per person and include sales tax. No substitutions on orders. All box lunches and Café gift cards require a 10 order minimum. Please place orders at least ten business days prior to your visit once headcount has been finalized.
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BOXED LUNCH SELECTIONS	Price/person (incl. tax)	# Ordered	Total Price
Ham sandwich, chips, cookie, fruit and small juice	\$ 14.74		
Turkey sandwich, chips, cookie, fruit and small juice	\$ 14.74		
Almond butter and jelly sandwich, chips, cookie, fruit and small juice	\$ 14.74		
Hummus sandwich, chips, cookie, fruit and small juice	\$ 14.74		
TOTAL			

CANCELLATION POLICY: Ten (10) Business days required for changes to final numbers/cancellation of all Boxed Lunch Orders to be eligible for a refund/partial refund.

Restaurant/Café gift cards must be purchased with a minimum of \$7.00. Additionally, Restaurant/Café orders require a minimum of ten cards. Please indicate how many of which amount you will pre-purchase. Gift cards will be available for pick up from the Academy Café Manager on Duty on the day of your visit. If you wish to have your gift cards sent to you ahead of time, it will incur a \$25.00 shipping fee. **Restaurant/Café gift cards may be used for food purchases ONLY.**

Dollar amount on each gift card / Number of gift cards \$ _____ / # _____	TOTAL \$ _____
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CREDIT CARD: VISA MASTERCARD AMERICAN EXPRESS DISCOVER CARD

NAME (as it appears on card): _____

CREDIT CARD NUMBER: _____ **Expiration Month/Year:** ____ / ____

I authorize the Academy Café to charge my account for the grand total above. I agree to pay in accordance with the card issuer agreement. **SIGNATURE** _____

Please send orders to groups@calacademy.org or fax to 415.379.5761. An email confirmation will be sent to you along with instructions.

Internal Use Only: Processed By: _____ Academy Café Employee Date Processed: _____