

COLUMBIA UNIVERSITY
department of **Biological Sciences**

Biological Sciences, Columbia University

How to order from Westside Market NYC: Call 212.222.3367 to place order by phone. Print this form. Fill in your order onto the form. Obtain authorized signature from Sarah Kim or Jaya Santosh. **E-mail the order form with authorized signature to: catering110@wmarketnyc.com.** Westside Market NYC must receive order form with authorized signature. **Confirm that Westside Market NYC has received your e-mailed order form to ensure delivery of your order.** Once you receive your order/delivery, **attach the invoice to this form and submit to the 600 or 500 Fairchild offices for payment.**

Biological Sciences Memorandum

To: Westside Market NYC
From: Columbia University, Department of Biological Sciences
Date: _____
Fax: 212.222.1500
Email: catering110@wmarketnyc.com
Number of pages including this one: _____

The following order may be charged to our Biological Sciences account:

Purpose: _____

Charge to: _____

Project #: _____ **Activity** _____ **Initiative** _____ **Segment** _____

Contact name: _____ **Phone number:** _____

Day / Date / Time to be delivered: _____

Number of Attendees: _____ (Note: If <10 attendees, please list names below)

Delivery location: _____

Authorized Signature: _____
Sarah Kim (212-854-2313) or Jaya Santosh (212-854-5678)

Westside Market NYC: Please verify that the authorized signature line above is signed by: Sarah Kim (212-854-2313) or Jaya Santosh (212-854-5678) before filling this order.

Please add 10% gratuity for the delivery-person