



# Lift Coffee Shop & Café

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

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

[www.liftcoffeeshop.com](http://www.liftcoffeeshop.com)

## CATERING ORDER FORM Cover Sheet

**INVOICE #** (for office use only):

Date:

**Company Name:**

Billing Address:

**Contact Name:**

**Phone Number:**

<b>*Delivery</b>	
<b>Pick up</b>	

I am ordering:

- Coffee
- Breakfast Platters
- Lunch Platters
- Boxed Lunches

**Date Needed:**

**Time Needed:**

\*Address of Delivery:

\*Directions:

<i>(for office use only)</i>	
Item(s)	Cost
<b>Subtotal</b>	
Sales Tax (11%)	
*Delivery Fee (\$10.00)	
Gratuity	
<b>Total Due</b>	

**Form of Payment:**

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

Tax Exempt # (if applicable):

Credit Card Type:

Name on Card:

Number:

Expiration Date:

Visit our website at..... [www.liftcoffeeshop.com](http://www.liftcoffeeshop.com)