



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

CATERING ORDER FORM Cover Sheet

INVOICE # *(for office use only):*

Date:

Company Name:

Billing Address:

Contact Name:

Phone Number:

I am ordering:

- Coffee
- Breakfast Platters
- Lunch Platters
- Boxed Lunches

Date Needed:

Time Needed:

*Address of Delivery:

*Directions:

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:

*Delivery	
Pick up	

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

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