



2020 FIRST ROBOTICS LUNCH ORDER GUIDE

HOUSTON INSPIRED CATERING
FOOD & BEVERAGE DEPARTMENT
713.853.8130 | FAX: 713.853.8188

2020 FIRST ROBOTICS

HOW TO PLACE YOUR ORDER



PLEASE FOLLOW THE STEPS BELOW TO COMPLETE YOUR ORDER.

If you need any help with these forms or have any questions, please use the email below or call Garret Stone at phone # 1-713-853-8130.

Please note we cannot make international calls, if you are international and need assistance please call during the hours of 10 am to 6 pm CST.

STEP #1 | Fill out the **Order Form** with the meal selections each day for your team as well as the authorized contact who will be picking up the lunches.

STEP #2 | Fill out **Credit Card Authorization Form** and **Levy Agreement**.

STEP #3 | Scan and email completed **Order Form, Credit Card Authorization Form & Levy Agreement** to gstone@levyrestaurants.com or fax completed order to 713 - 853 - 8188.

Please note that we must have all 3 forms filled out with signatures and dates or your order will not be complete.

STEP #4 | Check your inbox for a confirmation email. If you do not receive a confirmation email within 48 hours, your order has not been placed!

Please note this is only a confirmation that we have received your order form; there are still additional steps you will need to complete to officially finalize the order.

STEP #5 | Once your order is in our system, we will email you a BEO (Banquet Event Order). You must **review, sign & date**, and send it back to us. If there are things you want to revise/change or cancel you have until 72 hours before the service date to do so. Signing these forms means that you are 100% happy with your order, do not need any changes made, and are ready for us to process your payment.

STEP #6 | Once payment has been processed, you will receive an electronic receipt via email. **Your order is now considered officially placed.**

2020 FIRST ROBOTICS

ORDER PICK UP & DETAILS



ON - SITE INTRUCTIONS TO PICK UP VOUCHERS AND LUNCHES

- STEP #1** | The authorized on-site contact that will be picking up the lunches will need a copy of all BEO's (physical copy or electronic copy will be acceptable) in order to help us ensure we are giving the lunches to the appropriate teams.
- STEP #2** | We will provide the authorized contact with color coded vouchers that they will use to pick up the lunches. Each day will have a different color and specific pick-up times and location.
- STEP #3** | Pick your order up the designated location (TBD) and time using the voucher for that specific day.

ORDER DETAILS & INFORMATION

- Order forms must be submitted by 10am CST Monday April 13th, 2020.
- Orders submitted after 10am CST Monday April 13th, 2020 are subject to availability and late fees. Contact Garret Stone for more information
- Pre-payment by credit card is required with all orders.
- Food Vouchers will need to be picked up on-site, Wednesday April 15th - Friday April 17th, 2020.
- Food must be picked up from Vendor Stand on the 1st Floor, outside the Exhibit Halls, from 11am-1pm ONLY with colored food vouchers for each day.
- On-site orders will be evaluated on a case by case basis. If the kitchen can fulfill the request, the order will be completed. On site orders are subject to a 25% late fee and a possible wait time of up to 90 minutes.
- If you cannot produce a Texas State Sales Tax Exemption Form, the order will be subject to an 8.25% Sales Tax.
- 100% Advanced payment is required prior to the rendering of services. Payment for all orders must be guaranteed with credit card authorization or payment by company check is acceptable and must be received (2) weeks prior to event date. If paying by check, credit card information is still required for payment.

2020 FIRST ROBOTICS

ORDER FORM



GENERAL INFORMATION

TEAM NAME/SCHOOL	
ON - SITE CONTACT (PERSON PICKING UP THE ORDER)	CELL PHONE
CONTACT NAME FOR BILLING	
BILLING ADDRESS	
COUNTRY, CITY, STATE & ZIP	
EMAIL (REQUIRED)	ESTIMATED PICK UP TIME

MEAL OPTIONS

ITEM	DATE	QUANTITY	PRICE	TOTAL
Turkey Sandwich or Wrap* <small>*please write "S" for sandwich or "W" for wrap</small>	Thursday		\$15.50	
	Friday			
	Saturday			
Ham Sandwich or Wrap* <small>*please write "S" for sandwich or "W" for wrap</small>	Thursday		\$15.50	
	Friday			
	Saturday			
Chicken Salad Sandwich or Wrap* <small>*please write "S" for sandwich or "W" for wrap</small>	Thursday		\$15.50	
	Friday			
	Saturday			
Mixed Green Salad w/chicken, croutons, carrots, tomatoes, olives, cucumber, onions & balsamic dressing <small>(Chicken, croutons & dressing on the side)</small>	Thursday		\$15.50	
	Friday			
	Saturday			
Protein Box w/grapes, nuts, cheese, hard boiled egg & crackers <small>(Boxes are sealed and cannot be customized, crackers are not gluten free)</small>	Thursday		\$15.50	
	Friday			
	Saturday			
Peanut Butter & Grape Jelly Sandwich	Thursday		\$10.00	
	Friday			
	Saturday			

ALL MEAL OPTIONS LISTED ABOVE INCLUDE CHIPS AND A BOTTLE OF WATER.

2020 FIRST ROBOTICS

ORDER FORM



PHOTO A

PHOTO B

PHOTO C

CHICK FIL A MEAL OPTIONS	ITEM	DATE	QUANTITY	PRICE	TOTAL
	8 ct. Chicken Nuggets, Bag of Waffle Potato Chips & Chocolate Chunk Cookie (Photo A)	Thursday		\$21.00	
		Friday			
		Saturday			
	Regular or Spicy Chicken Sandwich, Bag of Waffle Potato Chips & Chocolate Chunk Cookie (Photo B)	Thursday		\$21.00	
		Friday			
		Saturday			
	Cool Wrap, Bag of Waffle Potato Chips & Chocolate Chunk Cookie (Photo C)	Thursday		\$24.00	
		Friday			
Saturday					

ALL MEAL OPTIONS LISTED ABOVE INCLUDE A BOTTLE OF WATER.

PIZZA MEAL OPTION	ITEM	DATE	QUANTITY	PRICE	TOTAL
	Southside Flying Pizza Deal - Feeds 8 People	Thursday		\$105.00	
	Two Large Cheese or Pepperoni Pizzas + Ten Breadsticks & Marinara + Salad + 8 Bottles of Water	Friday			
Saturday					