



CATERING SERVICES

LEHMAN COLLEGE CATERING SERVICES CUSTOMER INFORMATION FORM

INSTRUCTIONS

Metropolitan Food Service Inc. is proud to be the new Lehman College Dining Services provider. This form is used to gather all of the information required for processing your catering orders. We ask that you kindly complete this form so that we can accurately update our records with your billing information.

Please complete this form in its entirety, sign the bottom and email as a PDF file to Christine Nelson at C.Nelson@MetropolitanFoodService.com or fax to (516) 797-7076. If you have any questions, please do not hesitate to call us at (516) 797-7066.

We look forward to Catering your next event at Lehman College.

CONTACT INFORMATION

Department, Group, Organization or Student Group Name:

Contact Name:

Phone:

Fax:

Email Address:

Address:

Room:

City:

State:

ZIP Code:

Federal Tax ID #(if app.)

Sales Tax Exemption #(if app.)

ACCOUNTS PAYABLE INFORMATION

Please provide the name and address of the Department or Group and Person responsible for processing the catering invoices that are generated.

Department, Group, Organization or Student Group Name:

Person responsible for processing invoices:

Billing Address:

Room:

City:

State:

ZIP Code:

Phone:

Fax:

Email Address:

ADDITIONAL INFORMATION

Persons eligible to order for this account:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.