

Mary's Muffins

Address of the Vendor→123 Main Street
Hartford, Ct 06111

Phone Number of Vendor→(860)111-111

Vendor Email→Email: mary's.muffins@uconn.edu

Vendor Website→www.Mary'smuffins.com

Bill to: UConn Hartford Campus
10 Prospect St
Room 202
Hartford, CT 06103

Invoice: 12345← Get an Invoice number

Date: 2/18/19

Ship to: UConn Hartford Campus
10 Prospect St
Room 202
Hartford, CT 06103

Description ⇐ Items being ordered

50 chocolate muffins each @ \$2.00, total \$100

25 strawberry muffins each @ \$2.00, total \$50

25 blueberry muffins each @ \$2.00, total \$50

Utensil for 25 people @ \$25.00

Delivery Charge: \$30 (PLEASE INCLUDE DELIVERY CHARGES)

TAX EXEMPT ⇐ **DO NOT FORGET**

Total: \$230.00

Delivery Time & Date: 11:00 AM on 2/29/19 (How is USG supposed to know what time you want the food?) (Please tell vendor to include time in quote)

Contact: John Doe (860)987-6789 (Who is picking the food from the delivery person? Give vendor contact info for whoever will pick up from the delivery.)