

Mary's Muffins

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

Phone Number of Vendor → (860) 111-1111

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

Vendor Website → www.marysmuffins.com

Bill To: Uconn Hartford Campus
10 Prospect street
Room 202
Hartford, Ct 06103

Invoice: 12345 ← Get an Invoice number
Date: 2/18/19

Ship To: Uconn Hartford Campus
10 Prospect street
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: \$255.00

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)9876789 (Who is picking the food from the delivery person?
Give vendor contact info for whoever will pick up from the delivery.)