PLACING ORDERS

Order Forms
» Download from goodiestogo.umd.edu
» Fax your order to us at 301-314-9763 or email goodiestogo@umd.edu

Ordering Timeline
» Orders for next day delivery need to be placed by 9:30 am the previous day.
» Minimum order of $30.00
» Saturday and Sunday orders need to be placed by 9:30 am on Friday.
» For best service, large orders should be placed at least three business days prior to event.
» Upon receipt of your order, we will email you a detailed invoice for your approval and payment.
» Your order is not finalized and production cannot be scheduled until we have received a copy of the signed invoice and payment in full.
• UMD Departments: Check your emailed invoice to be sure your order is correct. By placing your order, you are authorizing Goodies-to-Go to charge your KFS account or departmental purchasing card for the order. No further authorization is required.

SET UP DELIVERY
We can set up your event 15-30 minutes before the specified time to leave you available to attend to other aspects of the event.
15% delivery and set up charge:
$30.00 minimum
$125.00 maximum

DROP OFF DELIVERY
We can deliver your order to your on-campus site 15-30 minutes before the start of your event to allow you ample time to set up.
10% delivery charge:
$10.00 minimum charge
$100.00 maximum charge

PICK UP
If you prefer, you can collect your order. Pick up can be scheduled Monday-Friday from 7:30 am-4:30 pm at the 251 North loading dock (in the Denton residence hall community).

STANDARD FEATURES
All orders include appropriate disposable wares: plates, cups, utensils, serving utensils, napkins, tablecloths and ice for cold beverages.

SERVICE ENHANCEMENTS
To keep hot food at serving temperature throughout the event, we recommend you purchase a chafing dish. Our chafing dish is reusable for future events and comes with two cans of heating fuel. Additional heating fuel is available. Please use caution when handling heating fuel. (NOTE: This service is not available in Stamp or Marie Mount Hall.)

SPECIAL ORDERS
Most hors d’oeuvre, platters, sandwiches, salads, etc. can be modified to accommodate dietary preferences or requirements. Ask a sales representative for details.

CANCELLATIONS
Cancellation of any order with less than 24 hour notice will incur a charge.
DELIVERY HOURS

Fall Semester
Monday-Friday: 7:30 am-7:00 pm
Saturday-Sunday: 8:00 am-4:00 pm
($195.00 minimum order required)

Winter Term
Monday-Friday: 7:30 am to 4:00 pm
After 4:00 pm ($195.00 minimum order required)
Saturday-Sunday: 8:00 am-4:00 pm
($195.00 minimum order required)

Spring Semester
Monday-Friday: 7:30 am to 7:00 pm
Saturday-Sunday: 8:00 am-4:00 pm
($195.00 minimum order required)

Summer Term
Monday-Friday: 7:30 am to 4:00 pm
After 4:00 pm ($195.00 minimum order required)
Saturday-Sunday: 8:00 am-4:00 pm
($195.00 minimum order required)

Closed when campus is closed, observed holidays, inclement weather, and other emergencies.

OFFICE HOURS
Monday-Friday: 8:00 am-4:30 pm

QUESTIONS?
If you have any questions on how to plan for your event, a Goodies-to-Go sales representative will be glad to help. Our job is to make you look good and satisfy your guests.

GOODIES-TO-GO SALES OFFICE
Phone: 301-314-8031 or 301-314-8027
Fax: 301-314-9763
Email: goodiestogo@umd.edu
goodiestogo.umd.edu