PLACING ORDERS

Order Forms
- Download from goodies2go.umd.edu
- Fax your order to us at 301-314-9763 or email goodies2go@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 and be a minimum order of $195.00.
- 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 2 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 ($17.50). 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’oeuvres, 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–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–7:00 pm
Saturday–Sunday: 8:00 am–4:00 pm  
($195.00 minimum order required)

**Summer Term**
Monday–Friday: 7:30 am–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 2 Go sales representative will be glad to help. Our job is to make you look good and satisfy your guests.

**GOODIES 2 GO SALES OFFICE**
Phone: 301-314-8031 or 301-314-8027
Fax: 301-314-9763
Email: goodies2go@umd.edu
goodies2go.umd.edu

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