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
» All orders need 72 hours notice prior to event.
» Minimum order of $30.00
» 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.
  • 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.

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

SPECIAL ORDERS
Most 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.

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 Stamp Loading Dock.
All orders include appropriate disposable wares; plates, cups, utensils, serving utensils, napkins, tablecloths, and ice for cold beverages.

DELIVERY HOURS

Fall Semester
Monday–Friday: 8:00 am–6:00 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