**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
- Orders must be placed at least three working days prior to the 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.
- Any changes to an order must be communicated to and confirmed by Goodies 2 Go no later than two working days prior to the event.
- Working days are Monday–Friday.

**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.

**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.
ordering

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–6:00 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

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