



Coffee Orders require the following information emailed to Cari Schwen and Virginia Fontaine at least ONE WEEK in advance:

- 1) Date(s) _____ & _____
- 2) Beginning and ending times of event* _____
- 3) Location _____
- 4) Number of attendees _____
- 5) Account and Index codes for paying department _____
- 6) Is cold water needed in the form of pitchers? _____
If so, how many? _____
Is water needed in the form of Montana Treasure Water bottles? _____ If so, how many? _____
The cost is \$1.25/bottle or \$30.00 for a case of 24 bottles**
Must have 1 week notice for water bottles.
- 7) Is hot water needed? _____
There is a small fee of \$5 for hot water without coffee service as we will still provide cups, sleeves, and stir sticks.
- 8) There is a \$20 charge per full pot of coffee and \$10 for half a pot**
Each full pot holds approx. 130 ounces.
Cost includes creamer, sugar, stir sticks, sleeves, and cups.
How many pots will be needed? _____
- 9) Where does coffee need to be located? _____
In the room with the event or outside along a wall? _____
- 10) Will a Campus Store staff member being setting up the coffee or will an event representative pick up and drop off all coffee supplies? _____

*Coffee service is available between 8:30am and 2pm Monday through Friday. Coffee Service to the APC campus is subject to staff availability.

**All prices subject to change, final pricing will be included in the event response.