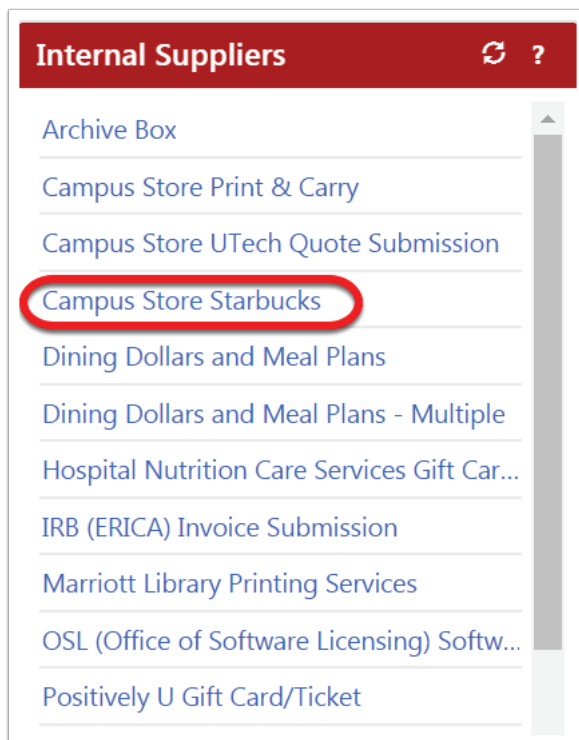


This form is used to order catering from the Starbucks located in the main Campus Store.

1. Locate the Form

Find the form in the *Internal Suppliers* section on the UShop Shopping Dashboard.



2. Form Instructions

Note the details regarding store location, serving size, maximum delivery size, delivery hours, etc.

Form Instructions

Use this form to order from Starbucks at the **Campus Store on main campus. (270 S 1500 E).**

- One gallon of product serves approximately 16 (8 ounce) cups
- Cups and condiments are included with orders
- Maximum single delivery capacity is limited to 20 gallons
- Delivery is included for orders over \$50
- Hours:
Mon-Fri: 7:30am-6:00pm
Sat: 11:00am-4:00pm
Phone: (801) 581-8568

3. Delivery Details

Provide the **Delivery** or **Pickup** information as applicable.

Note: Delivery is free for orders over \$50.00. For these large orders the Delivery Cost field **MUST** be left empty.

Delivery Info

Delivery

Date

Delivery

Time

Delivery Location

255 characters remaining

expand | clear

Delivery Cost

Delivery is included for orders over \$50

Description	Unit Price	Quantity	Ext. Price
Delivery Cost	4.95	<input type="text"/>	
Pickup	0.00	<input type="text"/>	
Total			0.00

recalculate list total

Pickup Info

Pickup

Date

Pickup

Time

4. Indicate desired items and quantity

Keep in mind that per the Form Instructions, one gallon of product serves approximately 16 (8 ounce) cups.

Coffee Light Roast

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

Coffee Medium Roast

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

Coffee Dark Roast

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

Hot Chocolate

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

Green Iced Tea

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

Black Iced Tea

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

Passion Iced Tea

Description	Unit Price	Quantity	Ext. Price
3/4 Gallon (96 oz)	12.95	<input type="text"/>	
Per Gallon	16.95	<input type="text"/>	
Total			0.00

recalculate list total

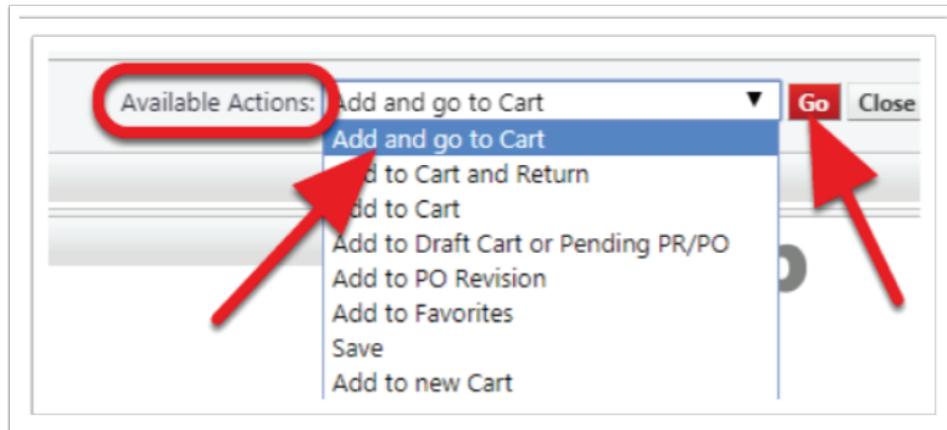


5. Complete Transaction

Add and go to Cart. When all needed items are included in the cart, find the *Available Actions* dropdown menu in the upper right corner of the form.

Select **Add and go the Cart**, click **Go**.

Note: Clicking **Go** will save the information on the form. Closing the form without going to the cart will result in the loss of the information on the form.



This will take you to the UShop Shopping Cart, where you will:

1. Name the cart to reflect the contents of the order, and
2. Click **Proceed to Checkout** to complete as with any UShop order.

A screenshot of the UShop Shopping Cart page. The page title is 'Shopping Cart for MARY LOUISE HUGHES'. On the left, there is a form to 'Name this cart:' with a text input field containing 'Cart Name Should reflect cart contents' and a '1' in a circle next to it. Below this is a link to 'Share my cart with others' and a note about user groups. At the bottom left is a 'Have you made changes?' section with an 'Update' button. In the center, there are links for 'Continue Shopping', 'Non-Catalog Quick Order', 'Empty Cart', and 'Create New Cart'. On the right, there is a summary showing '6 Item(s) for a total of 2,000.00 USD' and two red buttons: 'Proceed to Checkout' and 'Assign Cart', with a '2' in a circle next to the 'Proceed to Checkout' button. At the bottom right, there is a dropdown menu for 'Perform an action on (0 items selected)...' and a 'Select All' checkbox.