



# UNIVERSITY OF DELAWARE PRODUCT REQUEST FORM

Today's Date:

Event Date:

Event Name:

Estimated Attendance:

**SPONSOR AND EVENT DETAILS:**

Contact Name:

Email Address:

Contact Phone #:

Contact Cell #:

**PLEASE CHECK ONE:**

- Recognized Student Organization      Name of Organization:
- Recognized CCC/Service/Green Teams      Name of Organization:
- University Department      Name of Department:
- Academic Unit      Name of Academic Unit:

**DELIVERY INFORMATION:** *Delivery Contacts must be available between 8am-4pm on the day of delivery to accept the products.*

Delivery Contact Name:       Delivery Contact Phone #:

Delivery Contact Email:       Delivery Contact Cell #:

Delivery Date (Tues & Thurs only):

Delivery Location\*:

**\*If you are a Residence Hall or any Dept/Group located on The Green, delivery locations are Perkins or Trabant:**

**PRODUCT REQUEST DETAILS:**

**NOTE:** Pepsi products orders must be 10 cases or more.  
Sodas & Tea contain 24 cans/case. Aquafina & Gatorade 24 bottles/case.

- |  |       |                      |  |       |                      |
|--|-------|----------------------|--|-------|----------------------|
| <input type="checkbox"/> Pepsi                 | Cases | <input type="text"/> | <input type="checkbox"/> Diet Pepsi        | Cases | <input type="text"/> |
| <input type="checkbox"/> Cherry Pepsi          | Cases | <input type="text"/> | <input type="checkbox"/> Diet Cherry Pepsi | Cases | <input type="text"/> |
| <input type="checkbox"/> Sierra Mist           | Cases | <input type="text"/> | <input type="checkbox"/> Mug Root Beer     | Cases | <input type="text"/> |
| <input type="checkbox"/> Mountain Dew          | Cases | <input type="text"/> | <input type="checkbox"/> Aquafina          | Cases | <input type="text"/> |
| <input type="checkbox"/> Brisk Tea             | Cases | <input type="text"/> | <input type="checkbox"/> Gatorade          | Cases | <input type="text"/> |
| <input type="checkbox"/> Bubly Sparkling Water | Cases | <input type="text"/> |  |       |                      |

**Additional Instructions:**