

PROPOSAL - 10300

Proposal Date: 3/30/2015 1:46:30 PM

Event ID: 10300

Event Date: 4/2/2015

Bill To

Customer Name	
Address	
Contact / Phone	
email	

Delivery Info

Location Name	Client Office
Address	
Room	
Contact / Phone	

Event Details

Contact		Event ID #	
Event Type		Delivery Date	Thursday, April 02, 2015 at 10:30 AM - 11:30 AM
Event Name		Pickup Date	Thursday, April 02, 2015(if necessary) 3:00 PM to 4:00 PM
Event Date/Time	Thursday, April 02, 2015 11:45 AM - 12:45 PM	Salesperson	
Terms / PO #	-	Guest Count	220

Item Description

Item Description	Notes	Qty	Price	Total
Food				
Chicken Breast Picatta				
<i>A client favorite! Chicken breast pan seared with a parmesan batter and lemon-caper sauce. Includes your choice of one entree side, a garden salad with choice of dressing, and fresh-baked rolls with butter.</i>				
Chicken Picatta				\$0.00
<i>cut in half</i>				
Beef Stroganoff		50		
Buttered Fettuccini		220		
Seasonal Vegetable Medley		220		
Caesar Salad	NO TOMATOES	110		\$0.00
<i>With shaved parmesan and sourdough garlic croutons</i>				
Greek Salad		110		
<i>featuring Crisp Hearts of Romaine, Crumbled Feta, Kalamata Olives, Persian Cucumbers, Julienne Red Onion and Crispy Pita Chips. Served with Herb Dijon Vinaigrette</i>				
Classic Caesar Dressing		110		\$0.00
Herb Dijon Vinaigrette		110		\$0.00
Fresh Baked Rolls with Butter		220		\$0.00
Fresh-Baked Chocolate Chip Cookies		220		
Fresh Brewed Coffee Service		4		
<i>Including raw sugar, sugar, equal, sweet and low and half and half</i>				
Butternut Squash Ravioli	vegetarian option--wrapped separately	1		
<i>brown butter sage cream sauce, crispy sage, shaved parmesan and roasted butternut squash</i>				
			Sub-Total	\$
XXXXX Staff				

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Item Description	Notes	Qty	Price	Total
Corporate Staff - 03 hours		3		
Sub-Total				
<u>Event Notes</u>				
Bring to-go boxes!				
VIP setup.				
Bring 15 white birthday candles for cake				
		Sub-Total		
		Admin Fee		
		Discount		\$0.00
		Sub-Before Taxes		
		Taxes		
		Gratuity		
		Total		
		Amount Paid		\$0.00
		Balance Due		

PLACING YOUR ORDER

We require a minimum guest count of 10 on all orders unless otherwise specified in the menu. A decrease in guest count must be made at least 24 hours prior to event. All cancellations must be made with a minimum of 24 hours notice. Cancellations made within 24 hours will be charged full price. Prices listed do not include sales taxes or other applicable charges. All prices are subject to change without notice.

PAYMENT & DEPOSIT POLICIES

Corporate accounts may be obtained by request and approval. Otherwise balance is due 1 day before your event and may be paid by cash, company check or credit card.

In the case of a larger event, a fee of 20% of the total contract value is required to secure a date and price. An additional fee of 30% of the total contract value is due 180 days prior to your event. Final event balance & guest count is due ten (10) business days before your event occurs. Any and all fees remitted to XXXXX are nonrefundable or transferable and all fees remitted shall be retained by XXXXX. XXXXX receives deposits and payments via cash, personal check, Visa, or MasterCard.

CHINA, LINEN & OTHER RENTALS

Standard drop-offs include disposable service-ware. To enhance your event you may add our china, glassware, flatware, linen napkins & buffet linen package for an additional fee. Service personnel and additional rental items are also available upon request.

SPECIALTY DECOR & SUCH

Floral displays and other specialty décor can be added and will be priced per order.

DELIVERY

We do our best to deliver within a 45 minute window of your delivery time and greatly depends on traffic conditions. Delivery & pick-up fees vary depending on location. Pickups requested after 3:00pm will be charged an additional fee. Deliveries are designed for self service and include all disposable service-ware. Chaffing dishes are also included with your non-disposable order however, menus that require chaffing dishes, china, or other non-disposable service ware will require an additional pick-up fee. Gratuity is not included and are greatly appreciated by our staff.

AFTER BILLING

There may be instances where the after billing of an event will be necessary. Instances may include, but are not limited to staff overtime, additional hours of venue rental, additional rentals, and additional services as well as other last minute requests by you, the client. In the instance where after billing occurs, the client is responsible to pay for the charges incurred. If XXXX has a credit card on file from the client, that card may be used by XXXX for any after billing that takes place.

LEFTOVER FOOD POLICY

All leftover food is to be removed from the premises and disposed of according to state and local laws. In the event the client requests to keep any leftover food, XXXXXXX will assume NO LIABILITY for leftover food taken by the client.

CONTRACT CONFIRMATIONS & AMENDMENTS

An email confirming an order or amending an order, sent directly from the contracted client or from a representative of the client, is considered binding and accepted as "electronic signature" for their contract.

THE OTHER IMPORTANT STUFF

We always appreciate at least 48 hours notice for all orders however we will do our best to accommodate last minute orders. Same day/last minute orders may be assessed a 20% Administrative Fee. Service personnel or On-site chefs available upon request for an additional charge. A 20% Administrative Fee will be assessed for all rental items and service personnel. An Administrative Fee (if charged) is for processing orders, administrative expenses, insurance and other operational expenses. By law, sales tax must be applied to all food, beverages, rentals, and delivery charges when combined together on one contract. Administrative Fee's are also taxable in accordance with XXXX Sales Tax Law Regulation XXXX. Any and all fees remitted to XXXXX shall be non-refundable and non-transferable. Client will be responsible for any damage to catering equipment done by any guests at the clients' event. I hereby give XXXXXXX, its vendors and other affiliates the irrevocable right to use my name, picture, photographs, electronically recorded images and/or videos or other likeness in all forms and media, and in all manners. This includes but is not limited to print and the web. I waive the right to inspect or approve of the aforementioned media. I also waive the right to any compensation for said media publication.

I have reviewed the contract and have read and agree to the above "Terms & Conditions" and acknowledge acceptance by signing below.

Signature: _____

Date: _____