



## TERMS OF PAYMENT

### *Required Notice*

For larger corporate catered events Karl's Cuisine asks that you place your order at least one week in advance. For larger pick-up and deliveries, we ask for a minimum of 48 hours notice. For weddings, rehearsal dinners, family reunions, etc... we recommend one year in advance. When possible, we will honor orders on short notice.

### *Event Production Fee*

**Catering** – There will be a 20 - 30% charge to all orders for the coordination of the catering event. Other delivery/service charges may apply. A 6% sales tax will be added to all events (labor is not taxed). If your organization is tax-exempt, we require your tax-exempt number or a copy of your tax-exempt certificate. For payment details, see "Event Payment Schedule" below. The above information applies to all orders unless other arrangements have been made with Karl's Cuisine.

**Service Staff** – Depending on location, type and size of event wait staff and/or buffet table management and/or clean up may be included in pricing. If not, there is a \$13.00 charge per server for each service hour. Buffet Carvers - \$100.00 per carver.

### *Event Contract & Payment Schedule*

**Contract & 15% Deposit** – Reserving designated date(s):

After planning is complete, a contract will be mailed or emailed to you. Please double check the date, time, location and details of your event and return the signed contract to us by mail or email to [manager@karlscuisine.com](mailto:manager@karlscuisine.com). This contract reserves the designated date(s) for any catering under \$1,000.00. For catering over \$1,000.00, a deposit of 15% of the estimated meal charge is to be made when an agreement is reached for the service of Karl's Cuisine. This deposit, along with the contract, reserves the designated date(s). This deposit is nonrefundable.

**50% Deposit** – Confirming Number of Guests:

One week prior to the date of the event, the number of guests served will be confirmed. At this time a 50% deposit of the estimated final balance is due. This deposit is nonrefundable. No deductions in guest count can be made after this date. Karl's Cuisine will do it's best to provide for additional guests after this date, please notify us as soon as possible if this is the case.

### **Balance Due:**

The balance of the bill will be due the day of the event, unless arrangements have been made by Karl's Cuisine. A finance charge of 2.5% per month will be applied to all past due accounts.

### **Payment Methods:**

We accept payment by cash, personal check (Driver's License number required to be written on check), MasterCard, Visa, or Discover Card.