



# Miss'ipi Chef

## Ordering Policies

### We appreciate your business!

*Force Majeure: Neither party shall be responsible for failure to perform this contract due to circumstances beyond control*

### Placing Orders

*To ensure you receive the best service possible, we as a catering company need a sufficient amount of notice when placing orders.*

- a. **Rush Order Fee:** \$20.00 fee for every \$100.00 purchased when orders are placed within 3 days of the event.
- b. **Cancellation:** If an event is canceled at any point of the scheduled event; either half of the invoice of smaller events will be paid, or the deposit is nonrefundable on larger events.

### Payments

*Payment terms and options are stated in initial consultation verbally and via email on the proposal. Please inform us of your payment method at that time. An invoice will be sent to you after the proposal has been accepted, signed and returned to Miss'ipi Chef.*

- a. **Large Events:** Deposit half of the full amount upon 2 weeks prior of the event. In agreement an option to pay upon invoice with credit card before in full and or completion of event with a check.
- b. **Small Events:** Clients must pay upon invoice with a credit card or check upon delivery.
- c. **Payments via Credit/Debit Card:** Clients who choose to pay via credit card will be assessed a processing fee of \$6.00 for every \$100.00 charged.

### Delivery Fee & Gratuity

*Delivery fee & gratuity terms are based on state law and requirements are subject to change*

- a. **Delivery Fee:** Miss'ipi Chef charges a \$20 delivery fee for all events in SW Portland. We charge an additional \$5-30 for delivery to events outside our immediate neighborhood {price determined based on distance, and time of day.} **Rush hour is subject to increase.**
- b. **Equipment Pick Up:** We will pick up catering equipment within 48 hours of your event date free of charge, unless otherwise arranged. For customers requiring same-day pick up service, there is minimum \$20 same-day delivery fee (total including drop off and pickup) to accommodate this request.
- c. **Gratuities:** A standard 15% gratuity fee will be applied to the food costs of any catered event that includes Miss'ipi Chef staff. **Not required with drop off deliveries ,the option will be on the proposal. It will be greatly appreciated.**

Please sign and return this form to [melinda@missipichef.com](mailto:melinda@missipichef.com). Thank you for your consideration. Please feel free to contact me with any questions.

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**Name (please print)**

**Sign Here**

**Date**

**Melinda Sandifer, Executive Chef and Owner**  
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**Women, Minority, and Emerging Small Business Certified**