



Thank you of thinking of Annapolitan Palate for your staffing needs. This document is to confirm our agreement and your work order. Please complete the form below in its entirety return via fax to 866-718-8857. We look forward to servicing you.

*3 hour min for all services *\$10.00 Staff Only Booking Fee (IF no Catering provided)

Event Coordinator / Planner	Whole event services. Start to finish. Details, service planning and rentals.	\$40.00 / hr
Service Staff	Meal service , set up and clean up assistance. Buffet 1 per 30 guests Plated 1 per 20 guests	\$22.00 / hr
Bartender / Service Staff	Meal service, set up and clean up assistance. Beer, Wine, and small bar set up	\$25.00 / hr
Certified Bartender	Bar set up and clean up, service of beer, wine, liquor *Req for large events 50 + with a full bar *TIPS Certified	\$30.00 / hr
Personal Chef Service	Meal planning, buying, preparing and cleaning up.	\$45.00 / hr +food costs

*Miles – Transportation fee is billed based on \$10.00 per 20 miles per employee

* Gratuity – Additional gratuity may be added to file invoice. This will be distributed with pay to staff.

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Type of Staff	Amount of Staff	Start Date	End Date	Start Time	Est. End Time	Hourly Rate

Type of Event (Birthday, Dinner Party, Anniversary)
Description of Services Requested (Detail your needs)

Event Site Address & Contact	Billing Address & Contact

By signing below I acknowledge that I have provided the most detailed description of what is expected from each worker contracted through Annapolitan Palate. Any additional services(s) requested from the contracted service group employees, not outlined above, are not guaranteed to be performed. I also agree to be billed for hours noted above; in the circumstance that no timesheet is received for the hours worked pertaining to the above event. I also acknowledge that Annapolitan Palate services are provided on a best effort basis. The terms of this agreement are net (10 days) with credit card deposit, after which late fees and interest shall be applied. A 50% deposit is required and a \$20 cancellation fee is imposed prior to 48 hrs before the event. If cancellation occurs within 48hrs of the scheduled start time the 50% deposit will be forfeited to cover scheduling and management costs.

Signed _____ Date _____

We accept (Visa, Master Card, and American Express) and personal checks.
An additional processing fee of 3% will be charged to all credit card charges.
All returned checks will incur a \$35.00 fee.

Required Credit Card Information

Visa AMEX Discover MasterCard

Cardholder Name: _____

Credit Card Number: _____ Expiration Date: _____

CODE: _____

Billing Address: _____

(Address where monthly credit card statements are received)

City, State, Zip _____

