

JUST CALL ME CUPCAKE

Wedding/Special Event Contract

Wedding/Event Date: _____ Location: _____
Time: _____ Number of Guests: _____
Bride's Name: _____ Groom's Name: _____
Bride's Phone: _____ Groom's Phone: _____
Bride's Email: _____ Groom's Email: _____

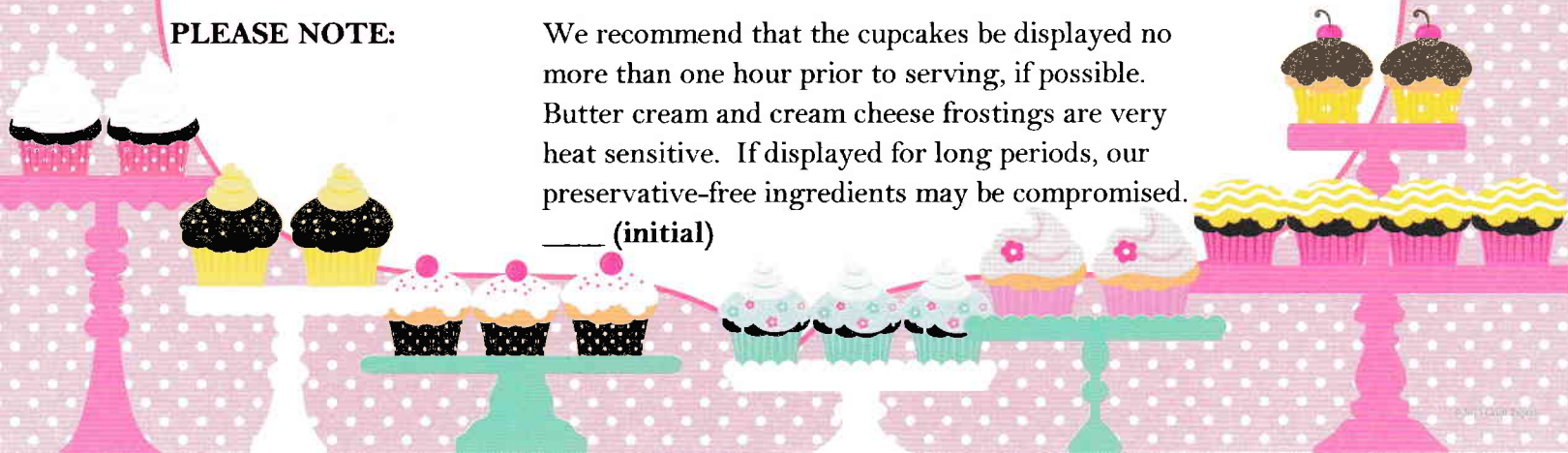
DEPOSIT: There is a \$25 deposit payable by check to *Just Call Me Cupcake* to "save your date". In the event of cancellation, your deposit is non-refundable. _____ (initial)

DOWN PAYMENT: In addition to the deposit, a 50% down payment of your cupcake order is due at the time of signing this contract. _____ (initial)

STAND RENTAL: \$100 Rental Fee. In addition to the rental fee, there will be a damage deposit of \$75 for the cupcake stands which is due upon contract signing. This damage deposit will be refunded upon your return of the cupcake stands in the same condition by the Tuesday following your event. Late returns or damages to the stands will result in forfeiture of your deposit and you will receive a bill for the balance due in order for us to replace the stands. _____ (initial)

DELIVERY/SETUP: There is a \$25 charge for local delivery and set-up of the cupcakes and stands at your event site. Delivery out of the Rice Lake area will be 55 cents per mile. There must be a designated table for setting up the cupcake display. We are not responsible for the cupcakes once picked up or delivered, nor are we responsible for the cupcakes after we have set up the stands & cupcakes at the event site. _____ (initial)

PLEASE NOTE: We recommend that the cupcakes be displayed no more than one hour prior to serving, if possible. Butter cream and cream cheese frostings are very heat sensitive. If displayed for long periods, our preservative-free ingredients may be compromised. _____ (initial)



Pick-Up Time: _____ or Delivery Time: _____ (Circle One)

Set-Up? Yes / No _____ (initial)

Cupcake Flavor Choices:

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

Specialty Garnish / Colors:

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

****Pricing is on the Totals page****

Our Guarantee: We promise you the best products and service. It is our wish that by choosing *Just Call Me Cupcake* for your special event, that we can be an important part of your special day.

I have read and understood all that has been proposed. I have kept a copy of this contract for my records.

Bride's Signature: _____

Groom's Signature: _____

Today's Date: _____

Mail this signed contract with your payment to:

Just Call Me Cupcake

ATTN: Paula Rogstad

1826 21 7/16th Street

Rice Lake, WI 54868

Questions?

Phone: 715.205.7001

mrogstad@charter.net



TOTALS:

_____ Dozen Regular (non-filled) @ \$28 = _____
_____ additional Regular (non-filled) cupcakes @ 2.20 each = _____
_____ Dozen Regular Filled @ \$32 = _____
_____ additional Regular Filled cupcakes @ 2.70 each = _____
_____ Dozen Regular Cocktail cupcakes @ \$35 = _____
_____ additional Regular Cocktail cupcakes @ 3.00 each = _____
_____ Dozen Regular Gluten-Free cupcakes @ \$35 = _____
_____ additional Regular Gluten-Free cupcakes @ 3.00 each = _____
_____ Dozen Minis @ \$14 = _____
_____ additional Minis @ 1.20 each = _____
_____ Dozen Gluten-Free Minis @ \$20 = _____
_____ additional Gluten-Free Minis @ 1.70 each = _____
_____ Dozen Cocktail Minis @ \$20 = _____
_____ additional Cocktail Minis @ 1.70 each = _____

(Minis are not avail in "Filled")



Sub-Total of Cupcakes = _____





Sub-Total of Cupcakes (from previous page) = _____

Sub-Total with Sales Tax (5.5%--take your Sub-Total above x 1.055) = _____

Delivery & Setup fee (\$25.00) if applicable = _____
+ \$0.55 per mile (take # of mi from business address to event x 0.55) = _____

Cupcake Stand Rental (\$100) + Deposit (\$75.00) if applicable = _____

(\$75 Cupcake Stand Deposit needs to be a separate check.
When stands are returned without damage, your check will be returned)

***Grand Total = _____**

AMOUNT DUE AT CONTRACT SIGNING:
50% of your cupcake order
then add the \$25 "Save Your Date" Deposit = _____

REMAINDER DUE 10 DAYS PRIOR TO YOUR EVENT = _____

