



## 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: \_\_\_\_\_

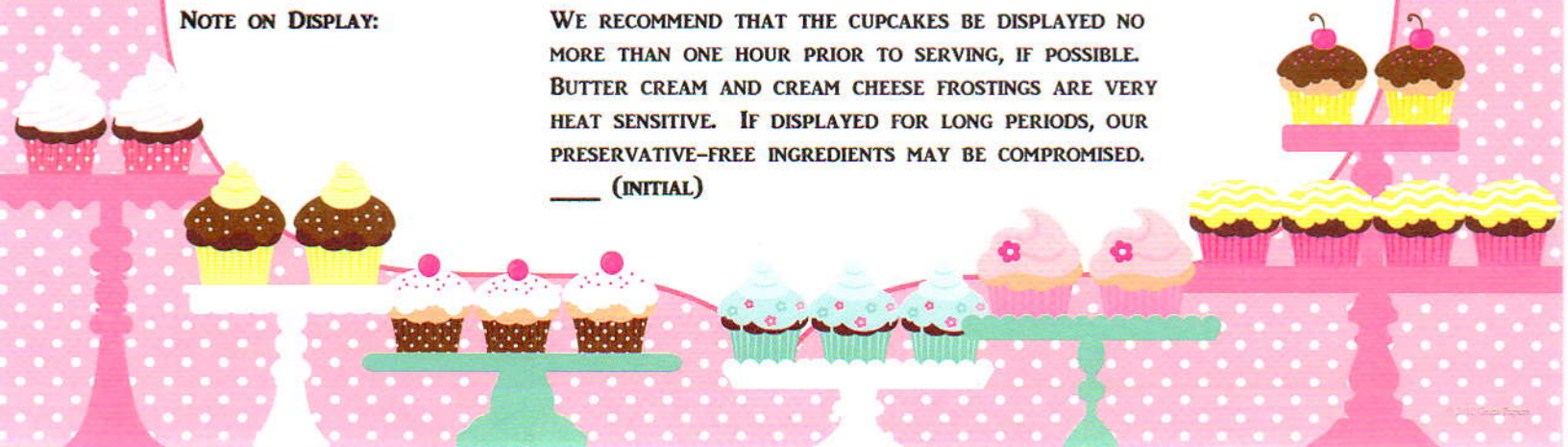
**DEPOSIT:** THERE IS A \$25 DEPOSIT PAYABLE BY CHECK TO *JUST CALL ME CUPCAKE* TO RESERVE YOUR DATE. IN THE EVENT OF CANCELLATION, YOUR DEPOSIT IS NON-REFUNDABLE. (THIS DEPOSIT WILL BE SUBTRACTED FROM YOUR FINAL PAYMENT BALANCE). \_\_\_\_\_ (INITIAL)

**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)

**CUPCAKE STAND RENTAL:** IN ADDITION TO THE \$50 RENTAL FEE, THERE WILL BE A DAMAGE DEPOSIT OF \$50 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/SET-UP:** 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 50 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)

**NOTE ON DISPLAY:** 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 (CIRCLE ONE) & \_\_\_\_\_ (INITIAL)

\_\_\_\_\_ AMOUNT DUE AT CONTRACT SIGNING (50% OF CUPCAKE ORDER & \$25 DEPOSIT)

\_\_\_\_\_ AMOUNT DUE 10 DAYS PRIOR TO EVENT DATE (REMAINING 50% OF CUPCAKE ORDER, DELIVERY/SET-UP FEE OF \$25 PLUS MILEAGE IF APPLICABLE, STAND RENTAL FEE OF \$50, STAND DEPOSIT OF \$50)

CUPCAKE FLAVOR CHOICES:

SPECIALTY GARNISH / COLORS:

#1 \_\_\_\_\_

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#4 \_\_\_\_\_

PRICES: \$2 PER CUPCAKE (REGULAR SIZE)  
\$2.25 PER CUPCAKE (FILLED, REGULAR SIZE)  
\$1 PER CUPCAKE (MINI SIZE) & 1.50 PER CUPCAKE (MINI SIZE - GLUTEN FREE)

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  
WWW.JUSTCALLMECUPCAKE.NET



**TOTALS:**

\_\_\_\_\_ DOZEN REG @ \$24 / \$27 / \$30 (CIRCLE ONE) = \_\_\_\_\_

\_\_\_\_\_ DOZEN REG @ \$24 / \$27 / \$30 (CIRCLE ONE) = \_\_\_\_\_

\_\_\_\_\_ DOZEN MINIS @ \$12 / \$24 / \$27 / \$30 (CIRCLE ONE) = \_\_\_\_\_

\_\_\_\_\_ DOZEN MINIS @ \$12 / \$24 / \$27 / \$30 (CIRCLE ONE) = \_\_\_\_\_

SALES TAX = \_\_\_\_\_

SET-UP FEE \$25 OR PICK-UP \$0 (CIRCLE ONE) = \_\_\_\_\_

MILEAGE FEE FOR DELIVERY & SET-UP (\$0.56 PER MILE) = \_\_\_\_\_

STAND RENTAL \$50 & DAMAGE DEPOSIT \$50 = \_\_\_\_\_

SAVE-THE-DATE FEE \$25.00 = \_\_\_\_\_

TOTAL = \_\_\_\_\_

50% OF ORDER DUE AT SIGNING = \_\_\_\_\_

BALANCE DUE 10 DAYS BEFORE YOUR EVENT = \_\_\_\_\_

