



| Step 1 PERSONAL INFORMATION | |
|-----------------------------|------------|
| Bride's Name | Email |
| Address | Cell Phone |
| Groom's Name | Email |
| Address | Cell Phone |
| Bride's Parents | |
| Groom's Parents | |
| How did you hear about us? | |



| Step 2 DESIGN YOUR CAKE | | | |
|-------------------------|-----------|----------------------|---------|
| KC Item Number | Cake Name | Wedding Colors | |
| | | Flowers | |
| | | Top Tier Cake Flavor | Filling |
| | | 2nd Tier Cake Flavor | Filling |
| | | 3rd Tier Cake Flavor | Filling |
| | | 4th Tier Cake Flavor | Filling |
| | | 5th Tier Cake Flavor | Filling |
| | | Notes | |



Step 3

EVENT DATE, TIME, & DIRECTIONS

| | | |
|--|------------|--|
| Event Date | Event Time | |
| Event Address | | |
| Event Location | | |
| Delivery Time | | |
| Goods received according to contract and in satisfactory condition (Sign upon delivery). | | |
| X _____ Date _____ | | |
| Signature | | |



Step 4

TERMS OF CONTRACT

A deposit of \$ ____ is requested at the initial consultation to reserve a date. Payment must be received in full no later than three weeks prior to the event. Cake will not be baked until this payment has been received in full and no later than two weeks prior to the event (for purchase ordering reasons). If for any reason the order is cancelled, a \$50 consultation fee will be deducted from the deposit for the time rendered on the project. The remainder of the deposit will be refunded. However, the client will be responsible for any materials purchased unless Kelly offers to buy them. Also, a security deposit will be required for the use of materials in the cake (pillars, fountains, ornaments, etc.) and will be refunded upon their return in the same condition as they were received by the client.

- Materials returned unwashed will be subject to a \$10.00 deduction per 100 servings from the security deposit.
- Set-up materials not returned by _____ will have a \$5.00 per day charge taken from the security deposit

In the event that unforeseen circumstances prevent the completion of products and/or services, Kelly's Confections will only be held liable for the price of services and/or services listed in this contract. Also, Kelly's Confections is not responsible for any contamination to food items caused by decorative accouterments, i.e. fresh flowers, cake toppers etc. I have read, understand, and agree to the terms of this contract.

X _____ Date _____
Signature

X _____ Date _____
Signature (person responsible for return of setup items).



Step 5

SUMMARY OF CHARGES

| Cake | Sales Tax | Security Deposit | Items to Return |
|----------------------|-------------------------------|------------------|-----------------|
| Flowers & Decoration | Grand Total | Date Paid | |
| Flowers & Decoration | Retainer Fee | Date Paid | |
| Delivery | Balance | Date Paid | |
| Subtotal | Security Deposit Received By: | | Date |