

1400 KEMPSVILLE ROAD, SUITE 134  
CHESAPEAKE, VIRGINIA 23320  
(757) 548-2133  
www.melysmarket.com



## CATERING ORDERING FORM

---

Completed and signed Catering Order Form can be submitted as follows:

- Fax to (757) 548-2133
- Email to [mely@melysmarket.com](mailto:mely@melysmarket.com)
- Submit in-store to Mely's Market

**Please give 48 hours notice for all orders.**

### Contact Information

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Event Information

Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Event Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Order Information

Item Name	Size	Quantity

### Additional Requests / Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Delivery Method:

Delivery  Pickup

### Method of Payment

Cash  Check  Credit Card (in-store only)

\* ALL ORDERS PLACED ARE SUBJECT TO MELY'S MARKET TERMS AND CONDITIONS, AND MUST BE ACCOMPANIED WITH A SIGNED CATERING CONTRACT.

1400 KEMPSVILLE ROAD, SUITE 134  
CHESAPEAKE, VIRGINIA 23320  
(757) 548-2133  
www.melysmarket.com



*Family, Food & Gratitude*

## CATERING CONTRACT TERMS & CONDITIONS

---

### PRICES

All prices are subject to change without notice. A guarantee of price will only be honored with a signed "CATERING CONTRACT TERMS & CONDITIONS" accompanied by a signed and completed order form and when full payment has been received. Upon completion of processing a catering order, Mely's Market will contact the patron with confirmation of the order and total cost.

### PAYMENT

Payment is due on day of event. No order will be processed and/or delivered without full payment of the total balance of the order received. Accepted forms of payments are cash, check, or approved credit card (in-store payment). There will be a fifty-dollar (\$50.00) fee charged to any check returned by the bank.

### TAXES

Patron is responsible for payment of all Federal, State and City Taxes. Taxes will be assessed on all charges. Tax-Exempt will only be honored with a valid Tax-Exempt ID number and certificate issued by the state of New York. No other tax-exempt status will be accepted.

### DELIVERY CHARGE

A ten dollar (\$10.00) charge will be added to all orders less than seventy five dollars (\$75.00) exclusive of sales tax. A signature confirming the delivery of an order is required at the time an order is delivered.

### CANCELLATIONS

Cancellations must be submitted in writing not less than twelve (12) hours prior to event date. Mely's Market will retain the full contract balance to those orders with notice less than twelve (12) hours prior to the event date.

### ADJUSTMENTS

No adjustments or discounts will be made to any bill once the event show has ended.

### RIGHT OF REFUSAL

Mely's Market reserves the right to refuse service to any person or persons it feels has breached any part of the "CATERING CONTRACT TERMS & CONDITIONS" or has acted or engaged in an illegal manner.

### SIGNATURE

No order will be processed without a signature on the "CATERING CONTRACT & TERMS AND CONDITIONS" which will serve as authorization of payment, the addition of any and all charges, and acceptance of stated terms and conditions.

*I have read, understand, and except all the terms and conditions stated in the "CATERING CONTRACT TERMS & CONDITIONS" and am authorized to sign on the behalf of said person, persons, and/or the company I represent.*

Agreed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Client

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mely's Market