



PLACING AN ORDER:

Simple Elegance Catering Headquarters
3191L Crow Canyon Place
San Ramon, CA 94583

Phone: 925-866-7022 • F: 925-866-8112

E-mail: secatering1@sbcglobal.net

Punctual Deliveries, Expert Service, and Setup

Office Hours M-F 9:00am-4pm

Ruggie's Restaurant 925-866-9460, Bistro "92" 510-782-8887, "Bat" Phone 925-984-6753

DELIVERY OR PICK UP CHARGES:

Delivery fee is based upon delivery location and will be quoted when order is placed.

Local deliveries that occur between 7am and 4pm, M-F cost \$15-\$20. Deliveries outside of San Ramon during normal operating hours cost \$20 -\$40. Weekend and evening rates vary based upon availability of staff and delivery logistics. They generally range from \$30-\$100. Delivery and pickup of equipment and rentals priced accordingly.

PAYMENT:

Preferred method of payment is cash or check. We accept MasterCard, Visa, and American Express. A 10% deposit is due when order is placed or upon acceptance of proposed contract. Balance is due based on agreed upon terms or upon receipt of invoice. Customers with a Simple Elegance account will be billed by invoice and payment is due in full within 30 calendar days.

DEADLINES & CANCELLATIONS:

A minimum guest count is due when order is placed. Final counts are due 5 business days before scheduled event. Simple Elegance Catering will do its best to accommodate any last minute count increases. Basic delivery orders cancelled within 5 business days of scheduled event date will incur a loss of deposit. Large and special event orders cancelled before 5 business days of scheduled event date will incur a loss of deposit and a \$200 service charge. Orders cancelled within 5 business days of scheduled event date will result in loss of deposit, a \$200 service charge, as well as charges equal to any unrecoverable costs related to rental contracts and additional event service contractors.

A division of Ruggie's Inc.

3191L Crow Canyon Place, San Ramon, CA 94583

P: 925-866-7022 F: 925-866-8112

Website: www.secatering.com

email: secatering1@sbcglobal.net

3/2009