



**Website:** [www.RedVelvet-CateringEvents.com](http://www.RedVelvet-CateringEvents.com) ~ **Phone:** (770) 855-9672 ~ **Email:** RedVelvetCatering@gmail.com

## **Booking & Payment Requirements**

### **Booking Your Event**

- ~A 50% non-refundable deposit is required to book your order/event.
- ~The remaining 50% balance must be paid 10 days prior to the pickup, delivery or event date. For corporate and group events, the remaining 50% balance must be paid no later than 2 weeks prior to the pickup, delivery or event date.
- ~Due to some corporate payment processes, the booking requirements may be negotiated.
- ~An invoice and contract will be emailed to you. The signature page of the contract will need to be signed and returned via email.
- ~For **full-service events**, 7% tax, 18% gratuity and a staff fee will be charged.
- ~For **delivery only**, 7% tax and a delivery fee (based on round trip mileage) will be charged. The delivery address is required to determine the delivery fee.
- ~For **pick up only**, 7% tax will be charged.

### **Acceptable Forms of Payment**

- ~**Zelle** – Use the company email address **ONLY**. Once the payment confirmation is received, you'll be notified that the payment has been received. PLEASE make sure you enter our email address correctly to ensure that your payment doesn't go to the incorrect account.
- ~**Credit/Debit Cards** – You can use PayPal **OR** Square Card. They process all payments for a fee of 4.5% on the actual amount being paid. **AFTER** the payment is made, the processing company deducts the amount of the processing fee before depositing the balance in our company account. All payments must be the exact amount after the processing fee is deducted. A separate email from PayPal or Square Card will be emailed to you as a payment request. Follow all the directions in the email to make the payment.
- ~**Checks/Money Orders/Cashier's Checks** must be made payable to Red Velvet Catering & Events, LLC OR Angela R. Foster. Feel free to write the reason for the payment on the memo line. The return check/money order fee is \$75 each time it's returned. After one check is returned, we will no longer accept checks from that particular client.