



CHOCO LE`A

Choco le`a CUSTOM ORDER & CATERING Form

**This form is to be completed after a custom order request form has been processed & approved.*

**There is a \$300 minimum for custom orders or customers may be charged a custom order fee.*

**A minimum 5 week lead time is required for custom orders.*

<p><i>For Chocolate Crew Use Only:</i> Set tasting meeting date & time: _____ Due Date (4 weeks prior): _____ / Custom colors or design file received: _____ & Payment received: _____ Due Date (3 weeks prior): _____ / Proof approval received: _____ & Final count received: _____ Due Date for boxes to arrive at shop (2 weeks prior to pick up date): _____</p>

Truffles & Treats

Qty	Product Name	Price	Total
	1pc Custom Custom Color Digital Call Out Exterior: _____ & Interior: _____ / __ Custom File Flavor: _____	\$2.99	
	2pc Custom Custom Color Cover: _____ & Base: _____ / __ Custom File Flavors: _____	\$4.99	
	Chocolate Covered Oreo Design: __ Hearts / __ Stars / __ Happy Face / __ Plumeria / __ Sakura / __ Swirls Select from flavors (check): __ Original / __ Mint / __ Peanut Butter	\$2.99	

Seasonal Specials/Others

Qty	Product Name	Price	Total

Information for Custom Box Colors/Designs

- Please provide digital 4 color call-outs or a hard-copy reference for printers to keep (will not be returned to customer) We recommend avoiding the color of the box to have too many color call-outs (eg: brown). On edges where the box is folded, the color ink may chip off so it is recommended to select light colors or solid colors.
- To receive the 1pc or 2pc truffle box die lines to place a custom design on, please email yourchocolatefamily@chocolea.com. A PDF and AI file of final design on die line must be sent to back to our email 4 weeks prior to the requested pick up date.
- Custom boxes are printed locally on a digital press. Therefore, we cannot guarantee that the printed color will match exactly to what is requested, but will be done as best as possible. Multiple orders of the same custom box may differ slightly in color on each run.
- One optional and complimentary hard copy proof will be made for approval. All proofs must be approved in our shop or via picture text message 3 weeks prior to pick up date and cannot be taken home.
- For orders that do not follow required deadlines, a rush fee will be charged.
- The bottom of your box will have the Choco le`a logo and website printed and final custom boxes may be posted on our website and on social media unless requested otherwise.

Catering (Minimum 50 guests or \$500)

*Choco le`a provides dishware display, set up, staffing for 1-2 hours & clean up

*Host to provide 6-8 foot table, skirted linen, napkins & set up in an air-conditioned & covered setting

# Guests	Product Name	Price	Total
	Sir/Lady Package Includes truffles from our signature flavor menu (www.chocolea.com/truffles) & a gift for the honored guest. Guest count of 50-99 select 8 truffle flavors / 100-199 select 10 truffle flavors / 200+ select 12 truffle flavors. Flavors: 1:_____ 2:_____ 3:_____ 4:_____ 5:_____ 6:_____ 7:_____ 8:_____ 9:_____ 10:_____ 11:_____ 12:_____ alternate:_____	\$10 per person	
	Count/Countess Package Includes truffles from our signature flavor menu (www.chocolea.com/truffles) including up to 2 themed customized flavors not on menu, dark chocolate macadamia nut clusters, dark chocolate covered original Oreos, dark chocolate dipped mango & a gift for the honored guest. Guest count of 50-99 select 8 truffle flavors / 100-199 select 10 truffle flavors / 200+ select 12 truffle flavors. Flavors: 1:_____ 2:_____ 3:_____ 4:_____ 5:_____ 6:_____ 7:_____ 8:_____ 9:_____ 10:_____ 11:_____ 12:_____ alternate:_____	\$12 per person	
	Prince/Princess Package Includes truffles from our signature flavor menu (www.chocolea.com/truffles), including up to 4 themed customized flavors not on menu, choice of macadamia nut clusters, choice of dark chocolate covered Oreos, choice of dark chocolate dipped fruits, solid chocolate décor & a gift for the honored guest. Guest count of 50-99 select 8 truffle flavors / 100-199 select 10 truffle flavors / 200+ select 12 truffle flavors. Flavors: 1:_____ 2:_____ 3:_____ 4:_____ 5:_____ 6:_____ 7:_____ 8:_____ 9:_____ 10:_____ 11:_____ 12:_____ alternate:_____ Macadamia nuts (circle one): Dark, milk, white, matcha, or Kona coffee chocolate Oreos (circle one): Original, mint or peanut butter Fruits (circle one): Mango, pineapple or jabong	\$15 per person	

A Chocolate Crew member will call/email you within 2 business days with an invoice to confirm receipt of your order and approval of request. Additional fees may apply based on the complexity of the order. Orders will not be processed until full payment is received. Payments can be made by:

- 1) Credit card via emailed invoice
- 2) Credit card over the phone (808.371.2234)
- 3) Cash or credit card in our shop (Manoa Square – 2909 Lowrey Ave. Open Tuesday – Saturday 10am - 6pm).
Orders must be kept cool & dry to preserve the optimal quality and appearance of the freshly made chocolates.

For Choco le`a Crew Use Only: Order Checklist: <input type="checkbox"/> Get all information (colors/design file, etc) <input type="checkbox"/> Check/enter customer’s phone# & info into royalty program <input type="checkbox"/> Customer understands all custom order information <input type="checkbox"/> Approved by manager <input type="checkbox"/> Confirm with customer that we can fulfill order & send die line <input type="checkbox"/> Invoice or charge customer <input type="checkbox"/> Set aside boxes/packaging/etc and label with reserve sign <input type="checkbox"/> Add supplies needed to shopping list <input type="checkbox"/> Add to Producteev & calendar <input type="checkbox"/> Make copy for kitchen & add to order folders <input type="checkbox"/> Confirm payment and send receipt to confirm order <input type="checkbox"/> Send colors/design to printer (4 weeks prior to pick up date) <input type="checkbox"/> Send approved proof & final count to printer (3 weeks prior) ORDER READY IN REFRIG	Subtotal	
	Custom Fee (varies)	
	Printer Set Up Fee (\$75.00)	
	Rush Fee (varies)	
	Tax	
	Total Amount Due	
	Date Invoice Sent	
	Date Invoice Paid	
	Payment Method	
	Crew Initials/Receipt Sent	
	Crew Notes:	



Choco le`a Additional Catering Notes

Host to provide:

___ 6 foot table / 8 foot table / other: _____

___ Skirted table cloth

___ Small napkins

___ Small plates

___ Set up in an air-conditioned, indoor or covered area.

Preferable for table to be set up at the perimeter of the room with a wall behind for staff to stand behind the table and serve.

___ Signage (optional)

___ Other: _____

Final count and payment due (4 weeks prior): _____

Amount due: _____

Set up time ___:___ AM/PM

Serving time ___:___ AM/PM - ___:___ AM/PM

Other Special Notes Discussed:

Additional items for Choco le`a to provide:
