

Catered by Diana
408.375.4809
chef@cateredbydiana.com
www.cateredbydiana.com

WEEKDAY CATERING & DELIVERY GUIDELINES

Weekday catering service provides breakfast, lunch, snacks and dinner to corporations and businesses and is available Monday through Friday 7am to 6pm.

- All orders must be called in or emailed at least 48 hours in advance. Some menu items may require more lead time. You will receive an email confirmation of your order.
- Calling in orders as far in advance as possible will help to insure your needs are met.
- Cancellation of 24 hours' notice is required on all orders. Cancellations after this deadline are subject to a 50% charge.
- All menus are priced for weekday/corporate catering. Minimum order is 10.
- We require a half hour window of arrival time on all our deliveries. We strive to deliver at your requested time and insure you that we will never be late.
- We provide biodegradable/compostable disposable plates, cutlery and paper napkins.
- We supply all necessary equipment and serving utensils.
- Our drivers will return for equipment pick up beginning at 1pm.
- Our pick up includes removal of all perishable leftover food due to liability issues. Please feel free to remove and refrigerate any leftovers you may wish to keep prior to our return.
- We will leave bottled/canned drinks, chips, cookies, pastries on disposable plates.
- All orders receive a \$10 delivery charge.

*Charges for deliveries outside of our delivery area are determined when the order is confirmed.

Contingencies: *Catered by Diana reserves the right to make reasonable substitutions without notice. All food prices are subject to change dependent upon market fluctuation and product availability.*

*I have read and agree in full to the contract terms and policies.

Client Signature & Date: _____

Print Name & Date: _____

Company Name & Address: _____

Contact Phone # _____