

Jen's Personal Chef Service

Creating dining experiences exclusively for you!

5209 Mile Course Walk

Virginia Beach, VA 23455

Client Service Agreement

Client Information:

Name: _____

Address: _____

Zip Code: _____ Home Phone: _____

Mobile Phone: _____ Fax Number: _____

Your first cooking session is scheduled for: _____

Based on the information you provided on the Client Profile, Jen's Personal Chef Service will create a customized menu plan for your household.

Attached you'll find all the main dishes that were discussed as well as the requested side dishes and desserts. The schedule times are also attached.

Responsibilities of the Personal Chef:

I will arrive at your home on _____, _____ at approximately _____ with all the ingredients necessary to prepare the agreed-upon meals in your kitchen. I will package your meals as per your instructions, label them, and leave complete heating instructions for your convenience. Your kitchen will be clean and orderly and all of my equipment will be removed.

Responsibilities of my Clients:

- Please make sure your kitchen area is clean and ready on the scheduled cooking dates.
- Children and pets should be out of the kitchen area on the dates schedule for cooking. I want to make sure there are no problems or accidents with anyone or anything in the kitchen when I'm cooking.
- I ask that you allow me to perform my professional services in your kitchen without interruptions.
- Please leave containers ready for use as previously agreed. If you have any questions or concerns, I can come earlier or stay later. Please call ahead to schedule the extra time needed.

Fees:

Number of Total Entrees: _____

Number of People: _____

Time and Materials:

Fee for Professional Service: \$ _____

Food Deposit: \$ _____

Disposable Container Fee: \$ _____ (per cooking session fee)

Reusable Container: \$ _____ (one-time fee)

Total: \$ _____

Payment Schedule:

Payment of 50% for the above service is due today. Balance is due the day the services are rendered. For continued cooking sessions, I will fax, mail or email you an invoice prior to our session and payment is due via cash, check or Paypal at the time of service.

Cancellation Policy:

Cancellations must be received via phone message or fax no less than 48 hours prior to the scheduled cooking session. Since regular clients are scheduled on a monthly basis, revised dates before the end of the quarter cannot be guaranteed.

Client Signature

Date

Jen's Personal Chef Service
Jennifer J Switzer, Owner

Date