

# THANK YOU for choosing T&L Catering!

Below is important information about scheduling our services for your special occasion.  
Please contact us if you should have any other questions.

## **How To Schedule Our Services**

Our services can be booked over the phone, by email or in person.

Call: (732) 381-1119, (908) 757-5473

Email: [info@tlcatering.com](mailto:info@tlcatering.com)

In person: Main Office – 135 Somerset Street North Plainfield, NJ 07060 – please schedule an appointment

## **When to Schedule Our Services**

Availability may be limited in season so we ask for as much lead time as possible. We generally ask for at least two weeks' notice for a basic delivered buffet. We cannot guarantee availability at any time without receiving a signed contract and deposit.

## **Info Needed To Schedule Our Services**

At the time of booking we ask for your contact information, location address (if applicable), approximate delivery time (if applicable), approximate head count (this is an approximate head count – your guaranteed head count will be due 1 week prior to your event), & menu selections.

## **Contract & Deposit**

Once we receive your event details a contract will be emailed to you (contracts are sent as soon as possible but may take 24 hours). Please review the information and return a signed copy of your contract with deposit. Initial deposit can be paid in cash, check, credit card or Zelle. Deposit are non-refundable.

## **Head Count**

At the time of booking we ask for an approximate head count. You must contact us one week prior to your event with your guaranteed head count. If we do not hear from you it will be assumed that the head count given at the time of contract is your guaranteed count. After your guaranteed count has been set it cannot be lowered but you may increase your head count if necessary.

## **Delivery & Set Up**

Please be mindful that we ask for a 30 minute window for delivery and set up. Our driver will deliver and set up your buffet including the racks and sternos. We do not return to pick up racks after the event (unless otherwise noted). It is the customer's responsibility to return equipment to T&L Catering. An equipment deposit fee may be charged and will be refunded when equipment is returned.

## **Payment**

Final payment must be made prior to your event in cash, certified check, credit card or Zelle. We do not accept personal checks over \$300.00 within 30 days of the event. There is a 3% premium added to credit card payments.