

Inked Medic  
Chef



# IMC Meal Prep

*Welcome Packet*

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Bon Appetit

## Welcome!

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I am so excited to have you as a new member of the IMC family. I cannot wait to assist you in enjoying meals throughout your week. Please review this welcome packet to learn more in detail about the company and what your membership provides. If you have any questions at any point, feel free to contact the business either by email, phone, or text. Thanks for choosing IMC to serve you!

-Emily-

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## New Member

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As a new member, you are all set to indulge in tasty food! If you are not a preferred member, please reference the bottom portion of this page.

As a preferred (VIP) member, you have already paid your one-time new member registration fee and are automatically enrolled as a returning customer. **Yearly on July 6, you will be auto-renewed as a returning customer with a \$40 fee.** Before auto-renewal, you will be sent a reminder via your preferred contact method. One week before auto-renewal, you will have the option to cancel your membership for free. If you opt to cancel as a member before the week of the auto-renewal, you will be charged a cancellation fee of \$20. There will be no refunds once you become a preferred member. Preferred members also have discounts and hidden perks too!

As a non-preferred member, you have opted to pay per meal. This includes paying for each meal and having a different total meal percentage applied. Non-preferred members can switch to become a preferred member; however, they must notify the company *one week* before placing an order.

If you cancel services as a preferred or non-preferred member, you will be required to return all containers, thermal bag (if applicable,) and ice pack (if applicable.) ***Any containers not returned you will be charged for.***

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## Getting to Know You

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There is a second email or text link that was sent to your preferred contact method with a getting to know you form. This form is required to avoid any allergies or dietary restrictions. This also allows the chef to know a baseline of how many meals and of what type you will most likely be wanting.

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## Meals and Containers

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Beginning on January 1, 2025, there will be a change in how meals are done. Instead of weekly, menus will now be monthly.

Monthly there will be set menus to choose meals from. You will pick which meal from breakfast, lunch, and dinner, the quantity of each, or to skip this meal. Snacks can be ordered as an add on. There are no desserts included. Forms for meals must be submitted the week prior by **Wednesday by 12 pm CST.** Meal orders are placed in 2 week increments; however, are only charged per week.

After your first order, **you will need to return your washed containers, thermal bag (if applicable,) and ice pack (if applicable) to the business address to allow your next order to be filled.** Your meals are placed in these weekly, thus returning them before an order can be fulfilled is beneficial. Arrangements can be made with the company if this is not able to be performed on occasion, we are pretty easy going!

If you would like to keep containers for personal use after any order, please let us know and you will be charged for the containers. Large container cost \$8.00 per container, Small container cost \$5.00 per container, Mini container cost \$2.00 per container.

If you would like to have your own containers used, please contact the company in advance. We will be more than happy to accommodate.

You will have the option of porch pick-up or delivery with fees varying per mile radius. Porch pick-up will have specific time/date slots, we will arrange with you to make easy. **Porch pick-up is free!** Delivery will be at set times based on the scheduling of the delivery driver. The driver will send a confirmation photo of your delivery to your preferred contact method. **There will be a delivery fee based upon round trip mileage.**

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## Meal Costs

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Costs of meals will vary depending on the menu item as the cost of groceries and cooking vary. As for meals, **breakfast will always be in the range of \$8-10, lunches will always be in the range of \$11-15, and dinner will always be in the range of \$16-22.** Beginning on January 1, 2025, prices will be listed next to each menu item. Add ons and/or side changes are additional, these will be listed as well.

Beginning on January 1, 2024 there will be changes in fees. Total meal costs will have a percentage added to reimburse the company - **VIP is 20% and Non-VIP is 25%. There will be an hourly chef fee, calculated by total time spent, and is charged after completion of the meals.**

*This fee pays the chef for the ordering processing, grocery shopping, preparation/cooking, packing, sanitation, arrangement of delivery and/or pick up, as well as the customer paperwork (invoice, receipt, etc.)*

Beginning on January 1, 2025, the order form will be sent to you monthly instead of weekly - this will also be available through our website under the "Place an Order" button in the Link Shortcuts section. Orders will be divided into two week increments for shopping purposes; however, you will only be charged weekly for your meals. Meaning, you will place your order for the month; however, choose which half of the month for your first order and which half for your second order.

Customers will receive a receipt after their order is placed and processed. The customer will then be sent the total amount owed for the meal. After completion of everything listed under chef fee, this will be sent separately to the customer. These can either be paid in full as one lump sum or two separate payments. Regardless of how this is paid in full, the customer will receive an invoice after any payment is received.

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## Post Meal

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After you have received your meals, please feel free to contact us with any feedback – positive or negative so we can make sure you have the best experience possible. We also appreciate feedback left on our social media platforms which are automatically linked to our website.

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## Payment

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Payment will be required in full at the time of the submission of your weekly meal prep. All payments are due no later than **Friday by 12 pm CST.** This includes both the total meal cost (with percentage fee) as well as the chef fee, unless otherwise arranged with the company.

**Meals will not be distributed until payment is received in full.**

Once your order is processed, you will receive a breakdown sales receipt sent to your preferred contact method. Your final total will vary weekly depending on grocery costs, membership status, meals chosen, and obtaining meals options.

**You will be charged a service fee of \$50 for any meals that are not picked up. If you are scheduled for pick-up with a no-call/no-show, you will be charged a \$50 service fee.**

Accepted forms of payment include Venmo, PayPal, check, or cash. If you would like to add a tip, this is welcome at the time of checkout or upon pick-up/delivery. Regardless of the payment method, once paid in full, you will receive an invoice sent to your preferred contact method.

Venmo:@InkedMedicChef

PayPal:@InkedMedicChef

Checks made payable to: Inked Medic Chef

Cash: a receipt will be distributed with breakdown of payment

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## Other Information

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I am a self-acclaimed chef with no culinary arts degree. I am certified in food handling. I cook in a smoke-free and pet-free home.

All of our meals contain fresh and natural ingredients that are free of dyes, additives, or bioengineered ingredients.



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## Thank You!

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Thank you once more for choosing IMC to meal prep for you. Please complete the signed agreement (sent to your preferred contact method) to confirm the above is understood. If you have any questions, please do not hesitate to contact us via email, phone, or text.

Email: [inked.medic.chef@gmail.com](mailto:inked.medic.chef@gmail.com)

Phone/Text: 636-751-1937

Address: 326 N Thomas St. De Soto, MO 63020

-Emily-