

## *Afternoon Tea Hamper Terms and Conditions*

1. A £10 non refundable deposit is required at time of booking.
2. Balance to be paid in full 14 days prior to delivery date.
3. Cancellations and amendments cannot be accepted once balance has been paid.
4. Booking forms and menu choices to be returned no later than balance due date.
5. Allergens and dietary requirements MUST be specified at time of booking in writing. Please supply as much information as possible about allergens and their effects so that we can take the necessary precautions to ensure your safety.
6. Price includes delivery in Swindon only. Delivery may be available to surrounding areas but a charge will apply. Please contact us to discuss your requirements. All Deliveries are made between 11am and 2pm, we cannot accept requests for specific times as routes are planned to be as efficient as possible.
7. Payments to be made by BACS – due to the current circumstances we are not handling any cash.
8. If you wish to order, contact us to check your chosen date is available, complete and return your booking form via email to [info@outoftheboxcatering.net](mailto:info@outoftheboxcatering.net). We will then issue you with an invoice. Payment details will be on the bottom of your invoice.
9. Deliveries will be contact free to ensure compliance with current social distancing regulations. We will delivery at an arranged time and on arrival we will knock the door and leave your hamper on the doorstep or in an arranged place. We will then move to safe distance and wait for you to acknowledge your delivery.
10. During these difficult times when supplies and ingredients are becoming more difficult to source, there may be times when we can't deliver your first choices. We are therefore suggesting that when completing your booking form you specify two choices of quiches/jam etc in case we cannot fulfil your first option.
11. All orders must be received in writing by email to [info@outoftheboxcatering.net](mailto:info@outoftheboxcatering.net)