



## Out of the Box Catering Ltd

### Corporate Catering - Terms and Conditions

1. All orders are subject to availability, please enquire by email with your required date in the first instance.
2. The minimum order quantity for all buffets is 8 people.
3. All orders must be received in writing by email to [info@outoftheboxcatering.net](mailto:info@outoftheboxcatering.net)
4. For last minute orders made within 72 hours of delivery a late notice fee of 5% will apply.
5. Allergens and dietary requirements MUST be specified at time of booking in writing. A £2.50 surcharge per person will apply for any special dietary requirements. These will be packaged individually to ensure the safety of your guests.  
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. Balance to be paid in full by bank transfer no later than 14 days prior to delivery date after which cancellations and amendments cannot be accepted.
7. Late payments may result in a charge to cover the additional costs incurred for sourcing outside of our pre-existing supplier agreements.
8. Card payments are accepted however a 3% surcharge will apply for these transactions
9. Delivery charges may apply depending on area. Please contact us prior to ordering to confirm if any charges will apply.
10. Our delivery service is drop off only and does not include setup. This is available for an additional cost. Please enquire if you are interested in using this service.