



# Alex's Baking & Sweets

## Client Contract

**ABN: 99 735 729 285**

[alex.bakingandsweets@gmail.com](mailto:alex.bakingandsweets@gmail.com)

Account Name: Alexandra James

BSB:

Account Number:

**1.0 This cake agreement is between Alex's Baking and Sweets, Alexandra James, and Client, \_\_\_\_\_, Dated as of \_\_\_\_\_.**

### 2.0 CLIENT DETAILS

Name:

Primary contact number:

Secondary contact number:

Address:

Email address:

### 3.0 PICK-UP OR DELIVERY

Pick-up: Y / N

Date and time of collection:

Delivery: Y / N

Date and time of event:

Location:

Delivery fee is given on request.

### 4.0 CAKE DETAILS

4.1 (please circle)

Cake | Cupcake

4.2 Type (please circle)

Wedding | Birthday | Anniversary | Special Event | Charity

4.3 Flavours

Cake/cupcake:

Filling:

4.4 Size of cake (please circle)

15cm x 20cm | 20cm x 20 cm | 20cm x 25cm | 25cm x 15cm

1 tire | 2 tire

OR Number of cupcakes

12 | 24 | 36 | 48

4.5 Colours/Theme of cake/cupcake:

4.6 Cake/cupcake toppers:

## **5.0 DEPOSITS & PAYMENTS**

5.1 The date of the event is considered “booked” once the signed copy of the contract and a receipt of the non-refundable deposit of 50% has been received by Alex’s Baking & Sweets.

5.2 Preferred methods of payments are direct debit and cash. AUD currency only.

5.3 The final payment is due 72 hours before the time of pick or delivery. The copy of payment made will need to be emailed to Alex’s Baking & Sweets. Unless final payment will be made with cash.

5.4 If the cake is booked 5 days or less before the event, the entire balance is due before the cake is “booked”.

5.5 If the Client fails to make payments, Alex’s Baking & Sweets will cease work, the order will be cancelled and no refund of deposit will be given.

5.6 All payments will need to be paid in full before cake is delivered or picked up

## **6.0 LIABILITY**

6.1 Alex's Baking & Sweets is not responsible for any damage to the cake or shortage of cake caused by anyone NOT employed by Alex's Baking & Sweets.

6.2 Alex's Baking & Sweets is not responsible for any injury or medication episodes from the cake.

6.3 Alex's Baking & Sweets is not responsible for any property damage from mishandling of cake.

6.4 Alex's Baking & Sweets is not responsible for any delay or inability to deliver based on accidents, natural disaster, transportation issues, inclement weather, illness, death, labour troubles, delay in supplies, disputes or strikes, or any other circumstance beyond Alex's Baking & Sweets control.

## **7.0 DELIVERY & SET UP**

7.1 There is a delivery fee of \$10 if the address is in Jerrabomberra, NSW 2619 or Queanbeyan NSW 2620. Free delivery for anywhere in Googong, NSW 2620. For anywhere in the ACT is \$20. Any other delivery address will be quoted upon request.

7.2 The Client may pick up the cake. The Client will assume liability once it has passed into the Client's possession. Alex's Baking & Sweets no longer has any responsibility for damage caused to the cake.

7.3 The Client is responsible for providing a suitable environment for the cake (away from heaters, vibrations, people, suitable surfaces and suitable outdoor setting)

7.4 There will be a waiver to be signed by the Client or venue where the cake will be delivered to ensure the condition of the cake is satisfactory.

7.5 Once the waiver has been signed, Alex's Baking & Sweets is not responsible for the cake, including collapse, melting, pokes, etc.

## **8.0 POSTPONEMENT & CANCELLATION**

8.1 The client must notify Alex's Baking & Sweets if there is a change of date of the event or a complete cancellation.

8.2 The client must notify Alex's Baking & Sweets at least 48 hours before the time of event/pick up via email only.



8.3 If a cancellation occurs 48 hours prior to the event/pick up date, all money will be refunded minus the non-refundable deposit.

8.4 If a cancellation occurs after the 48 hours prior to the event/pick up date, the client will need to pay 50% of the remainder of the amount due. If the client has paid in full, 25% of the final payment will be refunded, the non-refundable deposit is not included in the final payment.

## **9.0 CHANGES TO ORDER**

9.1 Any changes to the order must be submitted at least 48 hours before the time of event/pick-up. All changes will need to be emailed to Alex's Baking & Sweets and a new order form will need to be filled out.

9.2 There will be no changes allowed to the order after 48 hours before the time of event/pick up.

## **10.0 CONTRACT AGREEMENT**

Please read carefully and make sure the date and time of event or pick-up time, and cake details are correct. If you find any mistakes, let us know immediately.

Please sign below to show that you accept and agree with the details of your order as stated in this contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.