

## **Corporate Catering:**

*Please review our policies and procedures before ordering your corporate function.*

Maison Culinaire is dedicated to providing you with the well-prepared, attractively presented food and beverage of your choice.

From a variety of salads and our signature sandwiches to our many selections of cold or hot entrées and luscious desserts, we are here to assist you in any way to ensure your corporate event is a success.

### **Corporate Menu:**

We design our corporate menus with you in mind. Whether it is for a staff meeting, an important board meeting, seminars, or after office get-togethers, you will find everything you need for your office catering. Our corporate catering staff can assist you in developing special menus that will suit your needs if it does not appear in our selection.

Please call 571 203 0111 or [e-mail us at info@maisonculinaire.com](mailto:info@maisonculinaire.com) for assistant.

### **Ordering:**

Please allow at least 24 hours in advance when placing an order. We will do our best to accommodate last minute orders. We may substitute some items if an order is placed after 10:00 AM for next day delivery.

### **Minimum Order:**

Minimum order is for 10 (ten) guests.

There is a surcharge of \$5.00 per order less than the minimum required.

### **Equipment:**

We at Maison Culinaire believe that well prepared food should be served appropriately. While most caterers charge an additional fee for equipment and disposables when you order from them, Maison Culinaire includes these with your order at no additional charge. We do ask that equipment be set-aside for next day pick up by our driver. Please make sure all pieces delivered are accounted for; replacement cost is charged to you for lost equipment.

Special equipment is always available such as china, linens, décor, and specialty serving pieces. Please ask your corporate catering consultant for pricing.

### **Cancellation Policy:**

We value our customer for their patronage and we will always strive to give you the best service. If for any reason you cancel your order, Maison Culinaire must receive your cancellation no later than 24 hours before scheduled delivery. 100% of your total order is charged to you if you cancel your order less than 24 hours before your delivery time. Please note that there will be no exceptions.

### **Delivery and Set up:**

Maison Culinaire will deliver and set up your order at your location. There is a minimum fee of \$6.00 for delivery. Our driver will pick up equipment the next business day. There is additional fee if you require same day pick up.

### **Full Service Corporate Catering:**

If you require full service including personnel, special equipment, tables, chairs, linens and décor, our corporate catering consultant will be happy to assist you with all your needs.

### **Service Staff:**

Our professional staff includes event supervisors, captains, bartenders, chefs and servers. All are available upon request. Please arrange with your catering consultant if you require full service catering.

### **Billing and Payments:**

We accept Visa, Master Card and American Express. We also accept company checks and credit agreements on file. All orders must be paid in full before or at the time of delivery. Please make sure you have your payment for our driver to collect and process.

### **Credit:**

Credit may be extended to a company after completing our credit application and approved by our credit department. Upon approval, Maison Culinaire will extend a fifteen-day credit to your company. A credit card number is required for a guarantee. In the event your account is 30 days overdue, you agree for us to process your credit card on file without prior notification for payment of all balance overdue.

We will not extend credit for delinquent account until all balance due is paid in full.

A 24% annual interest fee (2 % per month) is added to your unpaid overdue balance.

*Thank you for your cooperation. We look forward to serving you and assisting you in any way we can to ensure your satisfaction.*



**Maison Culinaire, Inc.**

**Mailing Address:**  
12220 Quorn Lane  
Reston, VA. 20191

**Location:**  
504 Shaw Road Suite 218  
Sterling, VA. 20166

(571) 203 0111

Fax (571) 203 0112

[www.maisonculinaire.com](http://www.maisonculinaire.com)

**Credit Application**

Company Name: \_\_\_\_\_  
Trade Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact e-mail address: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Billing information:**

Billing address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Fed Tax ID No: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
D & B No: \_\_\_\_\_  
A/P Contact: \_\_\_\_\_  
A/P Phone No: \_\_\_\_\_  
A/P Fax No: \_\_\_\_\_  
A/P E-mail: \_\_\_\_\_  
Non-Profit ONLY: *Provide tax-exempt certificate*

**Business Type:** (please check one)

Proprietorship  Partnership  Corporation  Limited Partnership  LLC  Non Profit

**Please provide the following information:**

Name and Title: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone No: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone No: \_\_\_\_\_

**Bank Information:**

Bank Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Bank Officer: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Checking Account No: \_\_\_\_\_

**Business Reference:**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_

**Credit Card Guarantee Information:** *Only upon approval of your credit application*

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Type of Card: Amex  VISA  MC  Name on Card: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Print name: \_\_\_\_\_



## TERMS AND CONDITIONS

This credit application is made to Maison Culinaire, Inc. (Maison Culinaire) for extending credit to Applicant named below, and in accordance with the following terms and conditions.

1. Upon approval of the credit application, Maison Culinaire, Inc. will extend credit privileges to the company, which the Applicant below represents and serves as an agent of the company.
2. Maison Culinaire, in its sole discretion and notwithstanding any request from Applicant, shall have the right to terminate Applicant's credit privileges under this application terms and condition at any time without prior notice to Applicant, except as otherwise provided by law.
3. All orders and or purchases by Applicant for goods and or services from Maison Culinaire are made in accordance with the terms and condition of this application and any invoice or other documents evidencing obligations to Maison Culinaire, all of which are incorporated herein in this reference.
4. The entire balance due to Maison Culinaire on all invoices is due in accordance with the terms of this agreement as provided to Applicant by Maison Culinaire, Inc.
5. In the event Applicant is in default, credit privileges will cease and any orders, purchases by Applicant from Maison Culinaire are immediately due upon receipt and will remain in effect until all outstanding invoices, other documents, purchases and orders are remedied in full.
6. All outstanding balance due past thirty days (30 days) will incur a 2% interest per month - 24% annually and is the obligation of Applicant and agreed by Applicant to pay the full amount including all interest due.
7. Applicant agrees to pay all costs in the event Applicant is in default of payment or any other obligation due to Maison Culinaire, including all Attorney fees until remedy is satisfied to the fullest not to exclude all expenses incurred by Maison Culinaire in the event collection is enforced.
8. Applicant agrees to provide unexpired credit card number to Maison Culinaire upon approval of this credit privileges as a guarantee by Applicant. The applicant agrees that any invoices, documents, orders aging over thirty (30) days will be processed through this credit card on file without prior notification to applicant.
9. Maison Culinaire extends this credit without discrimination, in accordance to the Federal Equal Credit Opportunity Act against Credit, because of race, color, religion, national origin, sex, marital status or age.
10. Maison Culinaire extends Credit to Applicant based solely upon the information provided by Applicant and relies on that information's accuracy.

### **And Therefore:**

Applicant hereby certifies that the information furnished by Applicant and any other financial statement provided by Applicant in connection herewith is true and correct. Applicant understands and agrees that the terms and conditions above will be enforced in accordance to the law.

\_\_\_\_\_  
Applicant: Full name of Firm/Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
By Authorized Agent (Full Name and Title)

\_\_\_\_\_  
Signature