

Just Catering by Orr
7030 S Lewis Ave Ste G
Tulsa, Ok 74136
Justcateringbyorr.com
orrnalp@justcateringbyorr.com

Office: 918-523-9500

Fax: 918-523-0003

General Cost

Thank you for your interest in **Just Catering by Orr**. Our company strives to bring you the highest quality not only in our cuisine but also in our staff and services. Please read over the explanation of charges carefully.

Per Person Cost: This cost includes food, all china, silverware, and glassware (unless specialty items are ordered), iced tea, coffee, bar napkins, creamers and sugars

Delivery Cost: There is a \$18.00 delivery fee billed to every event

Set-up/Pick-up Cost: There is a \$25.00 set-up/pick-up fee on all drop-off events

Server Cost: Servers are \$20.00 per server per hour, minimum 4 hours. *Please note that server hours are estimated on the events hours and may sometimes exceed the billed amount.* In this case, additional server hours will be billed to the client

Rental Cost: Tables, linens, chairs, and any specialty items are billed to J.C. The client will pay J.C. for all rentals. Orr will place the order, have it delivered (Rental CO. charges \$25.00 delivery charge on ALL deliveries) and return the rental items. We do not charge for this service and it is billed "at cost" to all our clients

Alcohol Cost: We ask that our clients purchase their alcohol through Ranch Acres. (747-1171) JC will pick up and service your event. If you have any returnable alcohol, J.C. will return it and at that time Ranch Acres will then charge your Credit Card directly. Alcohol service fee will be \$1.00 per person for open bar. Just Catering will provide all mixers at cost.

Tax Cost: Tax is 8.517%. If tax exempt status applies to you, please notify us by presenting a copy of your tax exempt letter

Deposit: Once you have made the decision for Just Catering to cater your event, a \$200.00 deposit is required to secure your event date. Following the event, any additional server hours will be deducted and the difference sent by mail

Final Payment: Final payment is due 48 hours prior to event date- Please advise us of your method of payment. Check or Credit card (*their will be a 3.5% convenience charge on your credit card.*) Additional billing may be required for any damaged rental items or Additional server hours

Orr will oversee all details of the event, **but may not always be present at the event.** Just Catering's management staff is well trained in carrying out Orr's specifications for each event. Someone from our staff will be a contact throughout the event and will be accessible for any concerns throughout the evening. We look forward to making your event memorable.