

*Kim's Katered Affair*

**115 North Wayne Street**

**Warren, IN 46792**

**(260) 375-2837**



\_\_\_\_\_  
**Client** *(print please)*

\_\_\_\_\_  
**Event Address**

\_\_\_\_\_  
**Event Date**

As promised, I have set out below a description of the services that ***Kim's Katered Affair*** will provide to you.

I will provide the following services:

My fee for the services performed will be as follows:

**25% due upon confirmed booking with remainder due upon delivery**

If you agree that the foregoing fairly sets out your understanding of our agreement, please sign a copy of this letter in the space indicated below, and return it to me.

Yours sincerely,

**Kim Nelson**

Agreed and Accepted: \_\_\_\_\_

**Client** *(please sign)*

\_\_\_\_\_  
**Date**