

Libby's Kitchen



Personal Chef

Client Service Agreement

- **Planning & Communication**
 - Clients receive 1 hour of complimentary consultation and correspondence.
 - If additional time is needed for correspondence, client will be charged at the chef's regular \$75/hr rate.
 - For quality control purposes, we ask that the client/chef correspondence be in writing via email.
- **Cancellation Policy**
 - Please provide 1 week of written advanced notice if you need to cancel a cook-date.
 - If you fail to give proper notice, a \$300 cancellation fee will be automatically charged for the expected cancelled cook-date.
- **Shopping for Meal**
 - Chef Libby will shop for and transport the groceries for the agreed upon meals.
 - Clients are charged for 1 hour at the chef's regular \$75/hr rate for shopping and travel fees.
 - All groceries are to be paid by client on final invoice.
- **Meal Preparation**
 - Chef Libby will promptly arrive to your home at the agreed-upon time on the agreed-upon date(s).
 - Your meals will be packaged, labeled and supplied with complete heating and serving instructions for your convenience. Please follow these directions to ensure you get the best results with your delicious, home-cooked meal(s).
 - Libby takes great pride in her work - I promise to respect you, your home and your equipment.
 - I will leave my work space as clean as I found it and remove my personal equipment.
- **Kitchen Work Space**
 - Please make sure your kitchen area is clean and ready for Libby on your scheduled cook-date(s).
 - If Chef Libby arrives to an unsuitable work space, she will document the area with a photo(s), and a \$50 cleaning fee will automatically be charged.
- **Cook Time**
 - Chef Libby will need access to the cooking area for an estimated 4-7 hours.
 - Please make your home accessible to Libby on the scheduled cook-date.
 - If Libby cannot access your home (locks were changed, tricky pets, etc..) you will be charged a cancellation fee and will be expected to reimburse for the cost of your groceries.
 - Clients, children, and pets should refrain from the kitchen on all scheduled cook-dates, as much as possible.
 - We respectfully request that the client allow the chef to perform their professional services with limited interruption. Thank you!
- **Payment**
 - You will be sent a formal invoice for services via email the day after service is rendered.
 - Credit Card Payment available through PayPal (3% processing fee for credit card payments charged to client).
 - Make all checks payable to Libby Corneau.
 - Upon receiving the invoice for services rendered, the client will have 3 days to make payment.
 - Overdue accounts subject to a service charge of 1% per week.

Client Name & Signature

Date