

## WHAT TO EXPECT & HOW TO PROCEED

Canvas Catering provides the same high quality foods for catering pick-up and delivery that we serve at Canvas cafe and bakery. Although we do our best to make sure you and your guests receive the same quality foods that we serve at Canvas, please understand that some of our sandwiches, that are offered warm at the cafe cannot be made that way for off-site catering orders, but they will still be great.

If you and your guests would prefer a Hot Meal catered, please refer to the appropriate portion of the catering menu. Hot Foods can be catered for both lunch and dinner events. For cold food catering we will arrive 15-30 min ahead of the scheduled delivery time, and for hot foods 30-45 min in order to allow us time to set up your event, please make arrangements to allow us access ahead of your event time.

All of our catered events include everything you and your guests will need to enjoy your meal from cups, napkins, and plates to service wares and chafing dishes. All service wares are disposable.

For ALL catering delivery orders we ask that you place your order 24 hours, or more, in advance of your need, but we will do our best to accommodate those “pop-ups” in life that we all face. For pick-up orders 24 hours would be great, but most anytime is fine.

Orders may be placed in a few ways:

- 1) **Phone in:** your order to speak with a member of our catering team at 678.213.2268 (ext. #2)
- 2) **E-mail at:** [catering@canvasfoods.com](mailto:catering@canvasfoods.com), and expect a prompt confirmation
- 3) **E-fax at:** 678.213.2269. When placing an order by fax we ask that you would follow up the fax with a phone call to ensure that we have, in fact, received your order.
- 4) **In Person:** We are more than happy to sit down with you to discuss your needs here in the cafe, we just ask that you would do this before 10am or after 2pm Monday-Friday

For delivery orders we require a minimum of 10 people/orders, and a 15% fee will be attached to all delivery orders, which covers all service wares and packaging, the delivery fee, and gratuity for the driver. Please be ready to supply a credit card # and CVV # for all orders, unless your company has arrangements with us for billing.

Order cancellations happen, but please let us know 24 hours in advance to avoid a cancellation fee of 50% of the order total.

Thank You, and we look forward to serving you!