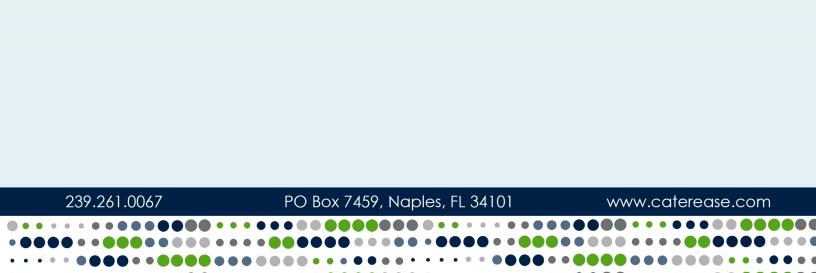


Training Guide



Creating Custom Event Prints

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Unit 1: Adding a New Event Print in Print Designer

In this section, you will learn:

Accessing the Print Designer Adding a New Print Selecting a Print Layout Creating Sub-Menus in Print Designer and Miscellaneous Print Designer Changing a Print Title Hiding Prints from the Selection Menu Adding a New Prospect Manager Proposal Adding a New Guestrooms Manager Print



Accessing the Print Designer

- 1. Click the **Setup** sidebar group on the left-hand side of your Caterease screen.
- Click the Print Designer button. Result: The Print Designer window opens.

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Adding a New Print

- Click the Add Print button (1), located at the top left-hand side of the Print Designer window.
 Result: A confirmation message appears.
- 2. Click **Yes** to confirm your choice. *Result:* The Add New (Print Layout) window opens.

Tip: You can drag and drop titles into different positions on the list, as well. This will affect their positions in your Prints menu.

Header Caption	
Add A New Print	
Print Type	Print Format:
Contracts & Proposals	
Layout 1	flavíurs Kithen Detail
Layout 2	CATERING + EVENTB
Layout 3	Develops Develops Text
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	Cheft Date Sate Rep Date
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3. Click into the Add A New Print checkbox (if it is not already selected).

- 4. Click on a Layout on the left-hand side of the window to select it. *Note:* You can also create a sub-menu. See "Selecting a Print Layout."
- 5. Select a Print Format by clicking the appropriate radio button: Lined or Shaded. **Note**: In the Lined option (ideal for printing), lines are lighter, and all shading has been removed from section headings. In the Shaded option (for e-mailed PDF's), lines are limited and shading is soft.
- Click OK.
 Result: A new print is added to the bottom of your prints list, and "New Print" is highlighted for you to type in a new print title.
- 7. Type a title for your new print.
- Press [Enter] to save your changes.
 Note: This is the title that will appear in your Prints drop-down menu. In other words, this is the title you will select to generate this print.

Selecting a Print Layout

In all Print Layouts (except Invoice), you can do the following:

- Customize the header, footer, and top and bottom notes sections, including logo, title, dynamic merge fields, etc.
- Move or remove specific details within the confines of the print layout, e.g., move "Sales Rep" to another spot, remove pricing information from the menu section, etc.
- Include or suppress details, such as allergy information; site location information; room and time
 information; menu information; ingredients (not available in Layout 1); staffing; sub-event comments; event notes; timeline; financial totals; payment details; future deposit schedule; and custom
 notes, to act as terms and conditions.
- Filter the menu section, allowing you to create a print that only displays food, for example, or that separates appetizers from entrees, etc.

Layout Description Table

Layout	Description
Layout 1	Shows the details of each sub-event of a party (times, venue, menu, comments/requests, staffing) in separate boxes in the middle of the print. All other layouts group all ven- ues/times together, all menu items together, all staffing together, etc. (Also, this layout does not allow inclusion of ingredients.)
Layout 2	Shows general event information in two columns at the top of the print, as opposed to in rows of boxes (as in all other layouts).
Layout 3	Separates menu items for all sub-events into two sides of the print: half on the left and half on the right. Filters can be established to determine which items appear on which side of the print.
Layout 4	Does not display details on the left and right sides of the print separately.
Layout 5	Separates menu items on the left and right sides of the print, as in Layout 3, above. Also, shows sub-event venues/times on the right and sub-event comments on the left.
Layout 6	Separates menu items on the left and right sides of the print, as in Layout 3, above. Also, shows sub-event venues/times on the right, sub-event comments on the left, bottom notes (terms and conditions) on the bottom left, and financial details on the bottom right.
Invoice Lay- out 1	Designed in an "invoice" format rather than in a detailed "contract" format. Lets you show menu item details in a centered list or include a breakdown of general finances (food totals, beverage totals, etc.), or both. Also, lets you decide whether or not to include items without values from the event.

Creating Sub-Menus in Print Designer and Miscellaneous Print Designer

Click the Add Print button , located on the top left-hand side of the Print Designer/Miscellaneous Print Designer window.
 Result: A confirmation prompt appears.

Tip: Drag and drop your headers or prints, creating menus or submenus as desired.

- Click Yes to confirm. Result: The Add New window opens.
- 3. Click into the Add a New Print Header checkbox.

- 4. Type the <u>Header Caption</u> into the blank field.
- 5. Click **OK**.

BANQUET EVENT ORDERS	
Add A New Print	Print Format: Dined Shaded
Contracts & Proposals Layout 1 Layout 2 Layout 3 Layout 4 Layout 5 Layout 6 Invoices Layout 1	

- 6. Click the **Save Changes** button en the subsequent screen.
- 7. Drag and drop prints into the new group.

Changing a Print Title

1. Right-click on the print title you would like to change. *Result:* A pop-up window opens.

2. Choose Rename Print/Heading.

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Propos-		Proposal
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Contra	Client	Event Date
INIOVE Print Down		
Contra	Party Name	Event #
Contra BEO Hide Print In Menu	Party Name Address Telephone	Event # Guests Booking Contact
Contra BEO Hide Print Down Hide Print In Menu Dual C ✓ Display Print In Menu	Address	Guests
Contra BEO Hide Print In Menu	Address Telephone	Guests Booking Contact

- 3. Type a title for your new print into the highlighted field.
- 4. Press [Enter] to save your changes.

Hiding Prints from the Selection Menu

- 1. In Print Designer or Miscellaneous Print Designer, click on the name of the print you would like to hide.
- 2. Right-click and choose **Hide Print in Menu**. *Result:* A confirmation prompt appears.
- 3. Click **OK**.

Result: On-screen, hidden prints will appear grayed out and with a strikethrough line. Additionally, prints that are hidden will not be available for selection within the selection window. **Tip:** Right-click on the name of the print and choose Display Print in Menu to make the print visible again.

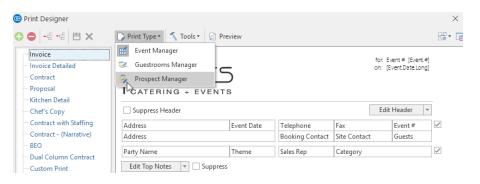
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Proposal Kitchen Detail	CATERING +	EVENTS		Servi	ce Tr	aiteur	
Chef's Copy	Suppress Header				Edi	t Header	*
Contract with Staffing	Client/Organization	Event Date	Telephone	Fax		Event #	
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BEO Dual Column Contract	Party Name	Theme	Sales Rep	Category			\checkmark
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	The The	"Contrat en Francais" print	is now hidden.				\mathbb{V}
	Format			Price	Qty	Total	

Adding a New Prospect Manager Proposal

If you own the Prospect Manager add-in module, you are able to create and edit prints in your Print Designer.

Adding a New Prospect Manager Proposal

- 1. Click the **Setup** sidebar on the left-hand side of your screen.
- Click the Print Designer button. Result: The Print Designer window opens.
- 3. Click the **Print Type** button, located at the top of the window.
- Choose Prospect Manager > Proposal.
 Result: The list of titles in the left-hand pane of the window updates to show all current prints of this type.



- 5. Click the **Add Print** button , located in the toolbar on the upper left-hand side of the window. **Result:** A confirmation message appears.
- 6. Click **Yes** to confirm your choice. *Result:* A new print title is added to the list in the left-hand pane of the window, with your cursor ready to type a name for the print.
- 7. Type a name for your new print.
- 8. Press the [Enter] key.
- 9. Edit the body of the text (including choosing which fields appear where, and editing header, footer, and notes).
- 10. When finished, click the **Save Changes** button \square , located on the upper left-hand side of the window.

Adding a New Guestrooms Manager Print

If you own the Guestrooms Manager add-in module, you are able to create and edit prints in your Print Designer.

Adding a New Guestrooms Manager Print

- 1. Click the **Setup** sidebar on the left-hand side of your screen.
- Click the Print Designer button. Result: The Print Designer window opens.
- 3. Click the **Print Type** button, located at the top of the window, and choose **Guestrooms Manager**. **Result:** *The list of titles in the left-hand pane of the window updates to show all current prints of this type.*

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Invoice	🔛 Event Manager					
Invoice Detailed	🥺 Guestrooms Manager 🔓 🧲				nt # [Event.#] nt.Date.Long]	
Contract	Prospect Manager)				
···· Proposal	CATERING + EVENTS	3				
Kitchen Detail						
···· Chef's Copy	Suppress Header			Edit	Header 🔻	
Contract with Staffing	Address	Event Date	Telephone	Fax	Event #	\checkmark
···· Contract - (Narrative)	Address		Booking Contact	Site Contact	Guests	1
BEO	Party Name	Theme	Sales Rep	Category		
Dual Column Contract			buleshep	cutegoly		
Custom Print	Edit Top Notes 🔻 🗌 Suppress					
···· Contrat en Francais						\checkmark
Officite Contract						

- 4. Click the **Add Print** button , located in the toolbar on the upper left-hand side of the window. **Result:** A confirmation message appears.
- Click Yes to confirm your choice.
 Result: A new print title is added to the list in the left-hand pane of the window, with your cursor ready to type a name for the print.
- 6. Type a name for your new print.
- 7. Press the [Enter] key.
- 8. Edit the body of the text, including choosing which fields appear where, and editing header, footer, and notes.
- 9. When finished, click the **Save Changes** button , located in the toolbar on the upper left-hand side of the window.

Unit 2: Customizing Event Prints in Print Designer

In this section, you will learn:

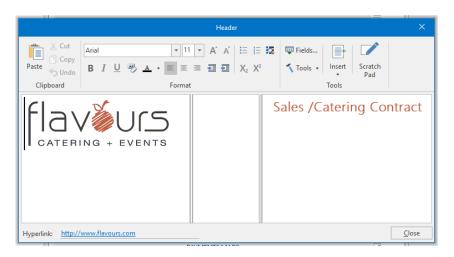
Editing the Header or Footer of a Print Adding an Image/Logo to the Header Inserting Merge Fields into the Header Selecting Fields on the Print Customizing and Suppressing General Information Editing Top and Bottom Notes Sections Showing an Event Timeline on an Event Print Changing Print Fonts



Editing the Header or Footer of a Print

1. In Print Designer, click the **Edit Header** (top right) or **Edit Footer** (bottom left) button.

Result: The Header or Footer window opens, with three panes to optionally separate information.



Tip: You can copy an entire header or even individual sections to all your other Print Designer prints by clicking the down arrow to the right of the **Edit** Header button on the Print Designer screen and selecting the specific part (Entire Header, Left, Center, or Right) you want to copy. Also, be sure to use the Print Type field at the bottom right of Print Designer to *identify this print as* a Contract, Invoice, or BEO. This way, Caterease can automatically keep track of the date you generate each print.

- [Optional] Stretch or shrink any pane by holding your left mouse button down on the inside frame and dragging left or right. *Note:* You can also set all three panes to equal widths by clicking the **Tools** button at the top of the Header/Footer window and choosing **Set Equal Widths**.
- 3. Click into any pane and type as desired, using the toolbar at the top of the window to format text, center, or right-justify, etc.
- [Optional] Insert images (logos, pictures, etc.), by clicking the Insert button at the top of the window and choosing Image, then browsing to the image you want to insert. Note: Images can be placed into any pane in the Header/Footer, and can be justified (left, center, right) just like text. Previously placed images can be saved to your hard drive by right-clicking and choosing Save to File.
- 5. [Optional] Insert merge fields (to dynamically merge information from the event, such as the event

number, revised date, etc.), by clicking the **Fields** button , located at the top of the window, expanding a category of fields, then double-clicking a specific field.

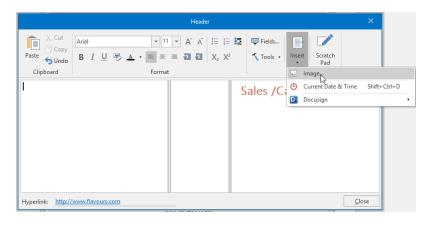
[Optional] Click in the <u>Hyperlink</u> field at the bottom of the Header/Footer window and enter a URL (web address) to attach to this areas of the print.
 Note: When you e-mail this print, the recipient can click any part of this header or footer and be sent to the designated web address.

[Optional] Adjust the desired height for your Footer by clicking the up-and-down arrows to increase or decrease the height, respectively.
 Note: Footer heights can range from .5" through 3" (or 1 cm through 8 cm if Metric has been enabled in your program's Global Settings).

Adding an Image/Logo to the Header

A logo is the identifying element for the brand of a company, and is designed to create immediate recognition. Adding your company logo to a print could not be easier.

- 1. From a print in Print Designer or Miscellaneous Print Designer, click the Edit Header button.
- 2. Click on the pane within the header where you would like your logo/image to appear.
- Click the Insert button, located at the top of the Header window, and select Image. Note: Alternatively, you may right-click inside the pane and choose Insert > Image.



- 4. Browse to the image you want to insert.
- Double-click the image to insert it into the pane.
 Note: Images can be justified (left, right) or centered, just like text.
- 6. Click the **Close** button to close the Header window.

Inserting Merge Fields into the Header

Merge fields are dynamic fields that automatically merge specific information from a particular customer or event. For example, you could type the words "Last Revised On:" followed by a merge field that pulls in the event's revision date. Then, when you generate that print from any event, the merge field will automatically insert the specific revision date of that particular party. It's a great way to make your various prints look custom-created each time you generate them.

- 1. In Print Designer, click the **Edit Header** button. *Result: The Header window opens*.
- 2. Click on the pane within the header where you would like your merge fields to appear.
- 3. Type any text you want to precede your merge field. **Note:** You may want to identify the merge field for the person reading the print; for example, "Revised Date," "Party Name," etc.
- 4. Click the **Fields** button , located towards the top right-hand side of the text window. *Result:* The Fields Explorer window opens.

Fields Explorer \times
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► Account Fields
▶ Event Fields
▶ Sub-Event Fields
▶ Staffing Fields
Event Financial Fields
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Marcount User Defined Fields
Event User Defined Fields
Sub-Event User Defined Fields
Site User Defined Fields
Company Information
🐖 Special Fields
Close

5. Click the expand button (triangle) to the left of the group of merge fields you want to access. **Result:** The selected group expands, showing all related merge fields.

Note: As an option, click the **Full Expand** button , located at the top of the Fields Explorer window, to expand all categories of merge fields.

- 6. Select the field you want to insert, and either double-click it or drag and drop it into the text window. *Result:* Double-clicking a merge field inserts it where the cursor currently resides, whereas dragging and dropping a field allows you to place it anywhere.
- 7. Continue this process until you have entered all of your desired merge fields.
- 8. Close the window, and then click the **Save Changes** icon ^{III} on the subsequent screen.

Customizing and Suppressing General Information

In the Print Designer window, click the down arrow to the right of any field in a print to choose a different detail to appear there.
 Note: General event details site location information, venue and time details, etc., can be removed or

Note: General event details, site location information, venue and time details, etc., can be removed or rearranged in this way.

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Dual Column Contract	Party Name	Theme	Emai	Sales Rep	Categ	lory		Y
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 Choose to suppress various sections of the print by clicking the corresponding checkbox, most of which are located along the right-hand side of the Print Designer window, next to a specific section of a print.
 Note: Float your mouse pointer over any checkbox for a tool tip identifying its corresponding section; in most cases, a check in a box causes a section to be suppressed on the print. **Tip:** Be sure to use the <u>Print Type</u> field at the bottom right of Print Designer to identify this print as a "Contract,""Invoice," or "BEO." This way, Caterease can automatically keep track of the date you generate each print.

3. **[Optional]** Click into the gray "heading" box of any section and type a different heading, if desired.

Editing Top and Bottom Notes Sections

1. In Print Designer, click the Edit Top Notes (top left) or Edit Bottom Notes (bottom left) button. *Result:* The text block for the selected section appears, with two panes to optionally separate information.

	Bottom Notes	×
Paste Cut Copy S Undo Clipboard	Segoe UI Light I	
additional setup or	ation fee will be incurred for any cancellation within <u>7 days</u> of event. A <u>\$100.00</u> fee will be incurred for any the day of the event. I have read the above contract and agree to the terms and conditions as well as any ons on any contract addendum's which I may sign.	
Client:	Date:	
sales nep		
		se

- [Optional] Stretch or shrink either pane by holding your left mouse button down on the inside frame and dragging left or right. (See image above.)
 Note: You can drag this frame all the way to one side if you only want one pane of information. You can also set the panes to equal widths by clicking the Tools button at the top of the window and choosing Set Equal Widths.
- 3. Click into either pane and type as desired, using the toolbar at the top of the window to format text, center or right-justify, etc.
- 4. [Optional] Insert images (logos, etc.) by clicking the Insert button at the top of the window and choosing Image, then browsing to the image you want to insert.
 Note: Images can be placed into either pane, and can be justified (left, center, right) just like text. Previously placed images can be saved to your hard drive by right-clicking and choosing Save to File.
- 5. **[Optional]** Insert merge fields (to dynamically merge information from the event, such as the event

number, revised date, etc.), by clicking the **Fields** button at the top of the window, expanding a category of fields and then double-clicking a specific field.

Showing an Event Timeline on an Event Print

1. From a Contract layout in the Print Designer, locate the **Event Timeline** section towards the bottom of the print.

🕲 Print Designer									×
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- Chef's Copy	Suppress H	leader					E	dit Header	•
Contract with Staffing	Client/Organi	zation	Eve	nt Date	Telephone	Fax		Event #	
Contract - (Narrative)	Address				Booking Cont	act Site Co	ontact	Guests	_
BEO	Party Name		The	me	Sales Rep	Catego	orv		
- Dual Column Contract	Edit Top No	tes 🔻	Suppress				-	ow Allergy Aler	te
Custom Print Contrat en Français			_ oappress	SITELO	CATION			Str Allergy Aler	
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	Billing Informa	ation							
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	Service Charg	e	None		Card Holder		Expires		
	Total Value None Signature None								
	PAYMENTS MADE								
	Payment	Pmt Date	Pmt Metho	od None	None	No	ne	None	
	Edit Bottom N	lotes 🔻	Suppress			Print Typ	e Cor	ntract	
	Edit Foote	r 🔻	Suppress	Time & Pag	e Counts	Translate	To Nor	ne	
Contract 4				2					

- To display the timeline on the print, ensure the Event Timeline has not been suppressed; i.e., ensure that the checkboxes next to the timeline and timeline notes do not contain check marks.
 Result: The timeline and any timeline notes will display on the print.
 Note: A timeline must exist in Event Manager for this event in order for the timeline and associated notes to display on the print.
- If you do not want to display the timeline notes, click the checkbox to the left of Suppress Event Timeline Notes.
 Result: Any timeline notes that have been entered into the event within Event Manager will not display on the print.
- 4. If you do not want to display the timeline, click the checkbox on the far right-hand side of the screen, next to **Suppress Event Timeline**.

Result: Neither the timeline nor the timeline notes entered into the event within Event Manager will display on the print.

Changing Print Fonts

1. Click the **Tools** button at the top of the Print Designer window and choose **Print Fonts**. *Result: The Fonts window opens.*

Fonts				×
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		Service Charge		10.00
		Тах		7.00
		Total		132.00
			<u>O</u> K	<u>C</u> ancel

- 2. Choose a different font style and/or size for various areas of the print. *Note:* The *Font Preview* section at the bottom of the window will update to reflect your changes.
- 3. When finished, click **OK**.

Result: The Font window changes, but the preview in Print Designer will NOT reflect your new font selections.

Note: To review your new fonts, save the print and click the **Preview** button at the top of the Print Designer window. (Remember, you must have an event open in Event Manager in order to preview a print.)

Unit 3: Customizing Sub-Event Details on a Print

In this section, you will learn:

Showing/Suppressing Off-Premise Information on a Print Customizing Sub-Event Information Customizing the Menu Selection Using the Food/Service Filter Establishing an Item as Hidden in an Event Setting up a Print to Hide Items



Customizing Sub-Event Details on a Print

If you do off-premise events, meaning you cater to locations outside of your facility, you can include information about those locations on your various event prints. This information can be as general as the name of the location or as specific as the address, phone number, website, and driving instructions.

Of course, if you do not do off-premise events, this information can (and should) be suppressed from your prints.

Showing/Suppressing Off-Premise Information on a Print

- [Optional] Click into the section heading labeled "Site Location" on the print, and type a heading as desired.
 Note: This section heading is not available in Layout 1.
- Verify whether or not the Suppress Site Location checkbox, located to the right of the Site Location section of the print in Print Designer, is checked.
 Note: When these checkboxes contain checks, the corresponding sections of the print will be suppressed (the section will not appear).
- 3. [Optional] Verify whether or not the Suppress Directions checkbox (directly below the Suppress Site Locations checkbox) is checked.
- 4. Click the down arrow to the right of the fields under the **Site Location** section of the print, and either select a field to appear, or select **None**.

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5. Repeat the steps above for other fields in the section.

Customizing Sub-Event Information

In addition to off-premise details, other specific sub-event information can be included on your event prints, such as the Description of the sub-event ("Breakfast," "Cocktail Reception," "Dinner Buffet"); times; Setup Style; Banquet Room; etc. These details are obviously important, regardless of whether this print is for an off-premise party or an on-premise party.

- 1. **[Optional]** Click into the section heading labeled **Venue** on the print and type a heading as desired. *Note: This section heading is not available in Layout 1.*
- Verify the Suppress Banquet Rooms checkbox, located to the right of the Venue section of the print, is not checked.
 Note: When these checkboxes contain checks, the corresponding sections of the print will be suppressed (will not appear).
- 3. **[Optional]** Verify the **Suppress Setup Notes** checkbox (directly below the **Suppress Banquet Rooms** checkbox) is not checked.
- 4. Click the down arrow to the right of the first field under the **Venue** section of the print, and either select a field to appear, or select **None**.

5. Repeat for other fields in the section. *Note:* See the table below for a description of the available fields.

Available Sub-Event Fields

Field	Description
Description	Prints the Description of each sub-event for the party; e.g., "Dinner Buffet," "Break-fast," "Meeting," etc.
Туре	Prints the Type of each sub-event, which is a custom quickpick list you may be using for tracking purposes.
Setup Person	Prints the name of the person responsible for setting up each sub-event.
Delivery Person	Prints the name of the person responsible for delivering items to each sub-event.
Room	Prints the banquet room for each sub-event in the party.
Setup Style	Prints the style each banquet room will be setup in; e.g., "Classroom," "Theater," etc.
Room Category	Prints the category of each banquet room. This is a quickpick list that is under your control, and might include such categories as "Ballroom," "Meeting Room," etc.
Room Charge	Prints the charge for each banquet room.
Delivery Charge	Prints the delivery charge for each sub-event.
Date	Prints the date of each sub-event. Remember, the date of a sub-event might be different from the general "Event Date."
Guest Count	Prints the guest count for each specific sub-event, which might be different from the guest count of the overall event. Note: This field will default to the Actual guest count, if one exists. If no Actual guest count exists, it will default to the Planned guest count. There is an optional setting in your program's Global Settings which will cause it to default to the Guaranteed guest count if that number is higher than the Actual number.
Adults/Children	Prints Adults/Children guest totals for each sub-event, which may be different than those from the overall event. Note: You can rename these fields. Common examples include "Members/Non-Members or "Vegetarian/Non-Vegetarian."
Sub-Event #	Prints the unique identifying number for each sub-event. Note: These numbers are automatically assigned by the program.
Time Fields	Prints a particular time from each sub-event (e.g., "Start," "End," "Serving," "Bar," "Arrival," Departure," etc.). Note: You can rename many of these times.
None	This option leaves a particular area of the print blank. Choose this option if you do not want anything to appear on that area of the print.

Formatting the Menu Item Details

One of the most significant ways you can customize an event print is by formatting its menu item details. Consider this: Every menu item in your program has not only a name, but likely also has a more detailed description of the item. For example, a breakfast item might have the name "Harbor Buffet," and also a description that explains the item in more detail: "Includes fluffy scrambled eggs; French toast; bacon and sausage; hashbrown potatoes; fresh fruit; English muffins; assorted pastries; chilled fruit juice; coffee, tea, or milk." You may want to design some prints to include this detailed description of each event's menu items, while other prints only show the names.

In addition, there are other menu item fields you may want to have appear on your various prints. A customer's contract, for example, will typically include prices and totals for each menu item, while a back-ofhouse (or kitchen) print might only include quantities. These choices are all entirely up to you, and can be made and revised quite easily in your Print Designer.

Customizing the Menu Selection

- Locate the Menu section, towards the middle of the print.
 Note: In Layouts 1, 2, and 4, this section is titled "Food/Service Items," by default. In Layouts 3, 5, and 6, it is called "Food and Beverage" on the left and "Equipment and Miscellaneous" on the right.
- Click the down arrow next to Format in the Food/Service Items section on the left-hand side of your Print Designer screen.
 Result: A drop-down list of options appears.
- Choose to include the item name and description of menu items on the print, just the item name or just the description, a picture of the item, or any modifications made to the item.
 Note: You may also elect to display the quantity of each food/service item by clicking the QTY checkbox.
- 4. Click the down arrow to the right of the next field.
- Choose to include any of the optional information from the drop-down list, or choose None if you do not want to have anything appear in this column on the print. (See the "Available Menu Item Fields" table.)
- 6. Repeat Steps 3 and 4 for the rest of the fields in the **Food/Service Items** section.

Using the Food/Service Filter

This option is generally used to have items with a Type of "Food" or "Beverage" appear on the left-hand side of the print, with other items appearing on the right-hand side of the print. You can use this to design prints that only show certain items, such as "Appetizers," Desserts," or even menu items prepared in a certain area.

1. Click the **Food/Service Filter** button Υ , located to the right of the Menu selection, and choose which specific items should appear on this print, using the options outlined below.

Food/Service Fil	ter ×
Filter Options	
Exclude Ite	ms Without Quantities
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equals	▼ Food;Beverage ▼
Category	
equals	All selected T
Prep Area	
equals	All selected T
	OK <u>C</u> ancel

- Exclude Items Without Quantities: This checkbox at the top of the window causes this print to ignore any menu items in an event that do not have quantities associated with them.
- **Type:** Choose (optionally) to include items with a certain Type or Types (Food, Beverage, Liquor, etc.), or only items that do not have a certain Type or Types (Using the **Not Equals** comparison).
- **Category:** Choose (optionally) to only include items with a certain Category or Categories, or only items that do not have a certain Category or Categories. **Note:** This custom quickpick list can be used to separate Appetizers from Entrees or Desserts or separate Beer and Wine from Liquor, etc.
- **Prep Area**: Choose (optionally) to only include items with a certain Prep Area or Prep Areas, or only items that do not have a certain Prep Area or Prep Areas. **Note**: This is also a custom quickpick list and is used to identify the person or persons responsible for preparing the item.

See the table below for a description of the available fields within the Menu Details area.

Field Description Item Name Prints the name of each item, in 10-point Times New Roman font. Description This item, if checked, prints the Description of each menu item as you have chosen to format it. The first words of the description are usually the name of the item, formatted as desired (bold font, colored text, etc.). Note: This is the standard preference for customer prints. Notes This item, if checked, prints any detailed notes you might have associated with each menu item. These notes can be used for front-of-house or back-of-house purposes. Modifications This item, if checked, allows you to print any on-the fly item changes you have noted in the event using the item's Modifications tab. Picture This item, if checked, lets you attach a digital image to any of your menu items so you can show your customers your meal presentations. These images can be displayed on the screen and can also be included in your various event prints. Bar Code You can include a bar code as part of any contract. This item, if checked, allows you to print a bar code for any menu/food-service item. Shows whether each menu item is a Food, Beverage, Liquor, Equipment, Labor, Room or Other Туре item. Note: Tax and service charge rates for each Type may be different. Time Shows an optional time you may have associated with each menu item. llnit Prints the unit of purchase for the menu item; e.g., "By Case," "Box," etc. Indicates the area or personnel responsible for preparing the menu item; e.g., "Kitchen," Bar," Prep Area Cold Prep." Prints the Comments you have added pertaining to the food/service item. Note: Comments can Comment be added as quickpick items which you can customize. Category Prints the Category you have chosen to group each item into, based on a quickpick list that you can customize; e.g., "AV Equipment," "Linen," "Beer," "Wine," etc. Acct Code Prints a unique identifying number or account code you might have made up for each item. This code is typically used in interfaces with third-party software applications but can be used for in-house tracking as well. Item ID Prints a unique identifying number or code (similar to the Account Code, above). Price Prints the price your customer will pay for each menu item. Prints the cost (to you) for each menu item. Note: Obviously, you would not want this detail to Cost appear on customer prints. Prints the quantity of each menu item ordered for the event. Qty Total Prints the total price for each item, i.e., the price of the item multiplied by the quantity. None Leaves a particular column on the print blank. Choose this option anywhere you do not want a specific detail to appear.

Available Menu Item Fields

Using Item Hiding

Menu item hiding is basically a technique for you to pass notes to your kitchen or other back-of-house staff. For example, imagine a customer requests "no garlic" on a particular menu item. In addition to removing garlic from that item's Description or Ingredients List, you may want to make an obvious note that the chef is sure to see. However, that type of note would probably look tacky on a customer's contract. So, you can create the note as you want — perhaps big, bold letters that read NO GARLIC — and then hide it on one print and include it on the other.

Establishing an Item as Hidden in an Event

- 1. Open an event in Event Manager.
- 2. Click the **Sub-Event** button to view the Sub-Event display.
- 3. Right-click the item on the **Food/Service** tab that you want to hide. *Result: A pop-up menu appears.*
- 4. Select Special Editing > Hide/Unhide Item(s) in Prints. Result: The item becomes italicized to indicate that it will be hidden on any prints that allow item hiding (see "Setting Up a Print to Hide Items.")

Tip: You can establish menu items to be hidden as a default. For example, you can create a menu called "Modifiers" and populate it with such instructions as "No Onions," "Extra gravy," etc., each of which is hidden automatically when you pull it into an event.

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Opportunity Workshop	12/21/2017 (Thu)	Email	info@su						Cost Per Guest	t			\$16.89	
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MSUS/PALS	12/23/2017 (Sat)	🖽 Event 🛛 🖽	Sub-Event											
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Setting Up a Print to Hide Items

1. On any print in your Print Designer, click into the checkbox labeled Allow Food/Service Item Hiding,

located midway down the print, on the right. **Result:** Any menu item designated as "hidden" in an event will not appear on this print. **Note:** To see the label of a checkbox, float your mouse pointer over it without clicking.

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2. Remove the check from the checkbox to have hidden items appear on the print, and save your changes.

Unit 4: Customizing Financial Information

In this section, you will learn:

Modifying Financial Information on Prints Suppressing Billing Information Showing the Financial Breakdown Showing Tax/Service Charge Percentages Showing/Suppressing Miscellaneous Charges and Discounts Showing Deposits Due Showing Payment Information



Modifying Financial Information on Prints

- 1. Open the print you want to modify in Print Designer.
- 2. Click the down arrow to the right of any field in the **Billing Information** section (bottom of the print). *Note:* In all layouts except Layout 6, the boxes on the right-hand side of this section let you include information about a credit card on file for an event.
- 3. **[Optional]** Click into one or more of the following checkboxes to the right of the **Billing Information** section to suppress certain financial details on the print, or choose **None** to leave that field on the print blank.
 - **Suppress Billing Information:** Suppresses the entire **Billing Information** section of the print, shown to the left of this checkbox, so it will not appear.
 - **Suppress Financial Breakdown:** Suppresses a section that shows financial information for the event, broken down into totals based on menu item type ("Food," "Beverage," "Liquor," etc.). **Note:** This section is not displayed on the Print Preview screen in Print Designer.
 - Show Tax and Service Charge Percentages: With this box checked, the specific tax, service charge, and gratuity rates will appear next to the appropriate label ("Tax," etc.), on the print, along with the total amount.
 - Suppress Miscellaneous Charges/Discounts: Suppresses any money entered into <u>Room Charge</u> or <u>Delivery Charge</u> fields of an event from appearing on the print, as well as any discounts that might be applied to an event.

Note: If this box is not checked, these totals will appear in a special box on the print (not shown on the Print Preview screen in Print Designer).

- Suppress Deposit Due Schedule: Suppresses the list of future deposits due for an event. Note: If not checked, the due date and amount of each deposit, along with any associated comment, will be listed.
- [Optional] Click into the checkbox to the right of the Payments Made section at the bottom of Print Designer to suppress this information from appearing on the print. Note: You can change the heading of this section, and you can click the down arrow next to each field to determine which specific details appear.

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	Service Charge	None			Card Holder		None		
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Available Financial Fields

Field	Description
Subtotal	Prints the subtotal of the event, before tax and service charge has been added.
Тах	Prints the total tax of the event, and optionally prints the specific tax percentage (see "Showing Tax/Service Charge Percentage").
Gratuity	Prints the total gratuity (tip) of an event.
Service Charge	Prints the total service charge of the event and, as an option, prints the specific service charge percentage (see "Showing Tax/Service Charge Percentage").
Total Value	Prints the total amount the customer pays, including tax and service charge.
Paid	Prints the total amount paid for the event, and includes all payments received.
Balance	Prints the remaining balance of the event.
Total Cost	Prints the event's total cost to your company (as opposed to the total value the cus- tomer pays).
Per Guest	Prints the price per guest for the customer (divides either the subtotal or total by either the Planned, Guaranteed or Actual guest count, depending on your Global Settings).
Per Guest (Subtotal)	Prints the cost per guest automatically calculated by dividing the SUBTOTAL by the

Field	Description
	guest count.
Next Deposit	Prints the amount of the next deposit that is due for the event.
Due Date	Prints the date on which the next deposit is due.
Pay Method	Prints the method of payment for the event. This detail is entered on the Mis- cellaneous tab of the Event Manager's General display.
Card Type	Prints the credit card type on file for the event. <i>Note: This is entered in the Credit Card Information tool at the bottom of the Event Manager.</i>
Card Holder	Prints the name of the credit card holder on file for the event. <i>Note: This is entered in the Credit Card Information tool at the bottom of the Event Manager.</i>
Card Number/Card Number (Hidden)	Prints the last four digits of the credit card number on file for the event. <i>Note: This is entered in the Credit Card Information tool at the bottom of the Event Manager.</i>
Expires	Prints the expiration date of the credit card number on file for the event. <i>Note: This is entered in the Credit Card Information tool at the bottom of the Event Manager.</i>
Signature	Offers a blank space for a signature of the credit card holder.
None	This option leaves a particular area of the print blank. Choose this option if you do not want anything to appear on that area of the print.

In addition to general financial information about an event, you may want the schedule of future deposits due for a party to display on your print. This section will list all deposits that have not yet been paid, i.e., those deposits that are due at some point in the future.

- On any print in your Print Designer, verify the Suppress Deposit Due Schedule checkbox, located beneath the Suppress Miscellaneous Charges/Discounts checkbox, is not checked. Note: To identify a checkbox, float your mouse pointer over it prior to clicking.
- Click into the checkbox to add or remove a check mark.
 Result: With the checkbox unchecked, this section will appear on the print.

Deposit Schedule	
Due	Amount Comment
12/24/2015	\$1,922.88 100% of Remaining Balance
1/14/2016	\$2,422.89 50% of Total Balance

Unit 5: Completing Your Custom Print

In this section, you will learn:

Customizing the Bottom Notes Section Editing the Page Footer of a Print Selecting a Language Translation Customizing Languages Adding a Custom Translation Identifying the Print Type for the Program Copying an Existing Print Adding an Invoice Creating Sub-Menus Customizing the Invoice



Completing Your Custom Print

The "Top Notes" section of your prints allows you to type any free-flowing text, format the text any way you want, and even pepper the text with merge fields that will automatically pull information from a specific event when you generate the print. The "Bottom Notes" section can also be customized. While Bottom Notes can contain any text you want, this section is most often used to outline your company's terms and conditions and provide signature lines.

Customizing the Bottom Notes Section

- 1. Click the **Edit Bottom Notes** button, located on the lower left-hand side of the Print Designer. *Result:* The Bottom Notes window opens.
- 2. Type into the text box as desired, optionally inserting merge fields.
- 3. Format text using the **Format** toolbar located at the top left-hand side of the of the window.
- 4. **[Optional]** Add signature lines by typing a label for the line (such as "Customer Signature") and then typing several underscore characters ("_").

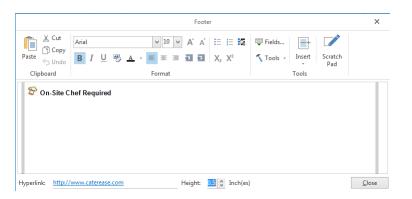
	Bottom Notes	×
Paste Sundo Clipboard	Segoe UI Light 10 A A IE IE IE IE B I U U A • E E III IIII Format Format Format Tools Insert Scratch Pad	
additional setup on	stion fee will be incurred for any cancellation within <u>7 days</u> of event. A <u>\$100.00</u> fee will be incurred for any I the day of the event. I have read the above contract and agree to the terms and conditions as well as an Ins on any contract addendum's which I may sign.	
Client: Sales Rep:	Date: Date:	
		<u>C</u> lose

Editing the Page Footer of a Print

Caterease gives you the opportunity to insert a unique footer onto your event prints and to change the material at any time. You might want to add more information to this footer, such as your company's address, phone number, website, etc. This text can be entered and formatted in the Footer section of the Print Designer.

 Click the Edit Footer button (lower left-hand side of the Print Designer). Result: The Footer window opens.

- 2. Type into text box as desired, optionally inserting merge fields.
- 3. Format text using the **Format** toolbar located at the top left-hand side of the window.



Customizing Languages

- 1. Close your Print Designer, if it is open.
- 2. Click the Administration ribbon tab, and then choose **Options > Language Translations**.
- 3. Click in any language column and enter a translation for the corresponding default term in the **Root** column.

Note: You can use the column labeled **English** to enter alternatives to the Root captions. For example, if you would prefer your prints to use the term "Company Name" instead of the default "Client/Organization," you can enter that alternative into the **English** column.

Root	▲ English	Spanish	French	German	Italian	Portuguese	Custom	
Account #	Account #	# de cuenta	Compte #	Kontozahl	Número da conta	Número da conta		
Acct Code	Acct Code	Clave de cuenta	Code de compte	Kontocode	Código da conta	Código da conta		
Act	Act	Acto				1		
Act Guests	Act Guests	Invitados reales	Couverts servis	eigentliche Gäste	Convidados presentes	Convidados presentes		
Address	City, St Zip	Dirección	Adresse	Adresse	Endereço	Endereço		
Adjusted	Adjusted	la Adjusted			Ajustado	Ajustado		
Adults	Members							
Agreed	Agreed	la Agreed			Acordado	Acordado		
Approval	Approval	Aprobación	Approuve	Zustimmung	Aprovação	Aprovação		
Arrival	Arrival	Llegada	Arrivée	Ankunft	Chegada	Chegada		
at a flat rate of	at a flat rate of	En una tarifa uniforme de						
at an hourly rate of	at an hourly rate of	En una tarifa horaria de						
Balance	Balance	Balance	Balance	balancieren	equilibrio			
Beverage	Beverage	Bebida	Boisson	Getränk	Bebidas	Bebidas		
Billing Address	Billing Address	Dirección facturada	Adresse a facturer	Adresse berechnet	Endereço de cobrança	Endereço de cobrança		
Billing Client	Billing Client	Cliente facturado	Client a facturer	Kunde berechnet	Cliente de cobrança	Cliente de cobrança		
Blocked	Blocked	Bloqueado			Bloqueado	Bloqueado		
Booked	Booked	Reservar on	Reserve le	Reserviert auf	Reservado	Reservado		
Booking Cell	Booking Cell	Celular de Reservación						
Booking Contact	Booking Contact	Responsable de la reserva	reserve par	zuverlässig für Reservierun	Contato de reserva	Contato de reserva		
Booking Email	Booking Email	Email de Reservación						
Booking Fax	Booking Fax	Fax de Reservación						
Booking Tel	Booking Tel	Telefono de Reservación						
Card Holder	Card Holder	Titular de tarjeta	Titulaire	Kartehalter	Nome do cartão	Nome do cartão		
Card Number	Card Number	Número de tarjeta	Numero	Kartenummer	Número do cartão	Número do cartão		
Card Type	Card Type	Tipo de la tarjeta	Type de carte	Karteart	Tipo de cartão	Tipo de cartão		
Category	Location	Categoría	Categorie	Kategorie	Categoria	Categoria		
Cellular	Cellular	Cellulaire	Celular					

4. Repeat step 3 as desired.

Adding a Custom Translation

 If a desired option is not available (Russian, Chinese, Japanese, etc.), access the Customize Names window (Administration ribbon tab > General > Customize Names > Miscellaneous) and type the desired language name into the Custom Translation field.

Customize Names		×
		🧔 Reset Names
Client/Organization	Client	
Party Name	Party Name	
Sales Representative	Sales Rep	
Coordinator		
Reference	Reference	
Loyalty #	Loyalty #	
Required Items	Required Items	
▲ Financials		
Gratuity	Gratuity	
Service Charge	Service Charge	
Taxes 1	First	
Taxes 2	Second	
Taxes 3	Third	
Event Value	Value	
∡ Events		
SubEvent	Sub-Event	
Event Category	Category	
Banquet Room	Room	
Room Category	Room Category	
Room Charge	Room Chg	
(Scheduled) Items	ltems	
Times		
Enterprise		
▲ Miscellaneous		
Social Security #	Social Security #	
Members	Adults	
Non Members	Children	
Custom Translation	Russian	
	ОК	Cancel

2. Next, access the Language Translations window (Administration > Options > Language Translations) and type in the translations for your new custom option.

Root	▲ English	Spanish	French	German	Italian	Portuguese	Russian .	
Account #	Account #	# de cuenta	Compte #	Kontozahl	Número da conta	Número da conta	Indessident Co	
Acct Code	Acct Code	Clave de cuenta	Code de compte	Kontocode	Código da conta	Código da conta	-	
Act	Act	Acto	code de compte	Kontocode	courgo da conta	courgo da conta		
Act Guests	Act Guests	Invitados reales	Couverts servis	eigentliche Gäste	Convidados presentes	Convidados presentes		_
Address	City, St Zip	Dirección	Adresse	Adresse	Endereço	Endereço		
Adjusted	Adjusted	la Adjusted			Ajustado	Ajustado		
Adults	Members							
Agreed	Agreed	la Agreed			Acordado	Acordado		
Approval	Approval	Aprobación	Approuve	Zustimmung	Aprovação	Aprovação		
Arrival	Arrival	Llegada	Arrivée	Ankunft	Chegada	Chegada		
at a flat rate of	at a flat rate of	En una tarifa uniforme de				-		
at an hourly rate of	at an hourly rate of	En una tarifa horaria de						
Balance	Balance	Balance	Balance	balancieren	equilibrio			
Beverage	Beverage	Bebida	Boisson	Getränk	Bebidas	Bebidas		
Billing Address	Billing Address	Dirección facturada	Adresse a facturer	Adresse berechnet	Endereço de cobrança	Endereço de cobrança		
Billing Client	Billing Client	Cliente facturado	Client a facturer	Kunde berechnet	Cliente de cobrança	Cliente de cobrança		
Blocked	Blocked	Bloqueado			Bloqueado	Bloqueado		
Booked	Booked	Reservar on	Reserve le	Reserviert auf	Reservado	Reservado		
Booking Cell	Booking Cell	Celular de Reservación						
Booking Contact	Booking Contact	Responsable de la reserva	reserve par	zuverlässig für Reservierun	Contato de reserva	Contato de reserva		
Booking Email	Booking Email	Email de Reservación						
Booking Fax	Booking Fax	Fax de Reservación						
Booking Tel	Booking Tel	Telefono de Reservación						
Card Holder	Card Holder	Titular de tarjeta	Titulaire	Kartehalter	Nome do cartão	Nome do cartão		
Card Number	Card Number	Número de tarjeta	Numero	Kartenummer	Número do cartão	Número do cartão		
Card Type	Card Type	Tipo de la tarjeta	Type de carte	Karteart	Tipo de cartão	Tipo de cartão		
Category	Location	Categoría	Categorie	Kategorie	Categoria	Categoria		
Cellular	Cellular	Cellulaire	Celular					

Identifying the Print Type for the Program

You may want Caterease to automatically keep track of the dates on which you generate your various event prints. For example, if you print a contract for a customer today, you might want Caterease to record the current date so later on you can find out exactly when that contract was sent. However, since Caterease allows you to create all of your custom prints, it has no way of knowing which one you consider your "Contract," which one is your "Invoice," which one is your "BEO" (Banquet Event Order), etc.Therefore, if you want Caterease to keep track of the dates on which you generate your prints, you should identify those prints to the program.

Identifying the Print Type for the Program

- 1. Click on the title of the print you want to identify on the left-hand side of the Print Designer screen.
- 2. Choose the appropriate print type for this print: Contract, Invoice, or BEO. *Note:* Choose *None* if this print is none of the above.

Tip: Once you have identified the Print Type of each print, you should go into **Administration** > **Settings** > **Global Settings** and click the **Managers** tab to verify that the **Automatically Set Print Date** option is checked off.

⊖ -€ -€ 🖪 🗙	🍃 Print Type 🔹	1 Tools	• D Prev	riew						8
- Invoice - Invoice Detailed - Contract - Proposal						Si	ales /C	aterir	ng Contrac	t
Kitchen Detail Chef's Copy	Suppress H	leader							Edit Header	~
Contract with Staffing	Client			Event Date		Telephone	Fax		Event #	-
Contract - (Narrative)	Address			Lvent Date		Booking Contact		otact	Guests	-
BEO						-	-		Jonese	
Dual Column Contract	Party Name			Sales Executi	ve	Theme	Catego	ry		~
Custom Print	Edit Top No	tes 🔻	Suppress					Sł	now Allergy Aler	s
Contrat en Francais				Site	Loca	tions				
 Offsite Contract 	Site Name		Si	te Address			None			٦U
			1		Venu					
	D	T	Start	End		-	Room		C 1 C 1	Ξ
	Description	Туре	1	1	_				Setup Style	
		Food &	Beverage		7	Equi	pment/M	liscellan	eous 7	7
	Format Iter	n Name				Price	Q	ty	Total	
					-					
				Staffing	Requ	uirements				~
				Co	omme	ents				
				In	gredie	onto				~
					·					*
					Note	25				
	Event Timeline	2			E	Suppress Even	t Timeline	Notes		
	Billing Informa	tion								
	Subtotal		Paid		Pa	ay Method	C	ard Nun	nber (Hidden)	
	Tax		Balance		C	ard Type	E	xpires		
	Service Charg	e	None		C	ard Holder	N	lone		14
	Total Value		None		Si	gnature	N	lone		\checkmark
				Payn	nents	Made				\checkmark
	Payment	Pmt Date	Pmt M	ethod Nor	e	None	Non	e	None	
	Edit Bottom N	lotes 🔻	Suppress				Print Type	Co	ntract	* N
		lotes 👻	Jouppiess							

Copying an Existing Print

Imagine you spend a great deal of time creating your perfect custom contract, showing just the information you need the customer to see. Then you remember you need to create the same print for your customers who have off-premise parties, rather than parties in your banquet rooms. And perhaps you even need a unique print for your wedding receptions, with slightly different terms and conditions. Rather than having to re-create the same print three times, with slight modifications, you can copy a print (Professional version only) and then quickly make the necessary changes.

Copying an Existing Print

1. Click your right mouse button over any print title on the left-hand side of your Print Designer screen. *Result:* A pop-up menu opens.

😉 Print Desig		Type • 🔨 Tools •	Preview	M						×
Invoice Invoice De Contract	EI.	aví	Jrs			Sa	lles /Cat	ering	Contrac	
···· Prop ⊡ ···· Kitch ▲= ···· Chef	Copy Print Move Print Up Move Print Down Hide Print In Menu	ERING + E ress Header rganization		ent Date	Telepho	ne	Fax	Edit	Header •	
EEO ✓	Display Print In Menu Rename Print/Heading	me		ieme	Booking Sales Re	p Contact	Site Contac		Guests	
Cust Cont Offsi	Change Print Layout	pp Notes 🔻	Suppress	SITE LO	OCATION		None	_ Show	Allergy Alert	
	Descri		1	BANQUI	ET ROOMS Serving		Room	Se	tup Style	

- 2. Choose **Copy Print**. *Result:* A confirmation message appears.
- 3. Click **Yes** to confirm. *Result:* A new print (an exact duplicate of the original) is added, with your cursor positioned in the title.
- 4. Type a title for your new print, and then press [Enter].
- 5. Edit the new print as desired.

Creating a Custom Invoice

The Invoice print in Caterease differs from other event prints, in that it has one layout that you can manipulate. As a default, the Invoice only shows menu items that have a value (meaning they have both a price and a quantity in the event), although you can easily customize the layout to meet your needs. "See Customizing the Invoice."

Adding an Invoice

- 1. Click the **Add Print** button , located at the top of the Print Designer window. *Result:* A confirmation message displays.
- 2. Click **Yes** to confirm your choice. *Result:* The Select Print Layout window displays.
- 3. Click into the Add A New Print checkbox.
- 4. Select Layout 1 under Invoices.
- 5. Click **OK**. *Result:* A new print is added, and your cursor is positioned in the <u>Title</u> field of

Tip: You can also use Headers and create a sub-menu. See the topic below. the new print.

- 6. Type a title for your new print. **Note:** This is the title that will appear in your **Prints** drop-down menu (i.e., the title you will select to generate this print).
- 7. Press [Enter] when finished to save your changes.

Creating Sub-Menus

- Click the Add Print button , located on the top left-hand side of the Print Designer/Miscellaneous Print Designer window.
 Result: A confirmation prompt appears.
- 2. Click **Yes** to confirm. *Result:* The Add New window opens.
- 3. To add a new print title, click into the Add a New Print Header checkbox.
- 4. Type the <u>Header Caption</u> into the field provided.
- 5. Click **OK**.

Add New	>
- Add A New Print Header	
2018 INVOICES	
Print Type	Print Format: Lined Shaded
Contracts & Proposals Layout 1 Layout 2 Layout 3 Layout 4 Layout 5 Layout 6 Invoices Layout 1	22 Tura talad Colorant @ \$4.96 \$152.90
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Customizing the Invoice

Most of the design features of the Invoice are the same as other prints discussed in this book. However, there are two unique options: First, you can decide whether you want the financial totals on the Invoice to be centered on the print or if you want separate Food, Beverage, Liquor, Equipment, Room, Labor, and Other charges to appear in boxes. Second, you can decide whether or not to include menu items without values (meaning they either have no prices or no quantities).

- Click either the Centered or Boxed radio button, located towards the middle, along the right-hand side of the Invoice in your Print Designer screen.
 Note: It is common, when using Boxed layout, to click the Suppress Details checkbox along the righthand side of the print and suppress individual menu items, whereas these details are not typically suppressed in a Centered layout.
- 2. **[Optional]** Click into the **Include Items Without Values** checkbox on the right-hand side of the Print Designer screen to have menu items with no values (either no prices or no quantities) appear on the Invoice.

Note: When this checkbox is checked, these items will appear on the print; when the box is not checked, these items will not appear.

- 3. **[Optional]** Click into the **Display Extended Tax Breakdown** checkbox on the left-hand side of the Print Designer screen to show a breakdown of each of your three custom tax rates separately.
- 4. Indicate this print is an Invoice by clicking **Invoice** from the **Print Type** box at the bottom right-hand side of your screen.

- 	🍃 Print Type 🔻 🔨 To	ols - 🔊 Pre	zview						82
Invoice Invoice Detailed Contract Proposal	Flave) ;				for. Ever	NOICE nt # [Event.#] ent.Date.Long]	
- Kitchen Detail - Chef's Copy	Suppress Header						Edi	t Header	Ŧ
Contract with Staffing	Client/Organization		Event Date	Teleph	ione	Fax		Event #	
Contract - (Narrative)	Address				ng Contact	Site Cont	act	Guests	-
- BEO	Party Name		Theme	Sales R	ep	Category	,		
Dual Column Contract	Edit Top Notes 🔻	Suppress		[137			
• Custom Print • Contrat en Francais		Suppress							
	Summary		_~_~_~_ _~_~_~_		∾_∾_∾		ered 🖲 E		
	<u></u> 			= = =	=======================================				
	Display Extended	Tax Breakdown	I			~_~			
	Pay Method	Card Typ	e	Card H	lolder	Si	ignature		\checkmark
	Card Number	None		Expires	;	N	lone		-
			РАУ	MENTS MAD	E				×
	Payment Pmt Da	ate Pmt I	Method No	ne	None	None		None	
	Edit Bottom Notes	Suppress			P	rint Type	Invoid	-e	7
									_

Unit 6: Editing Miscellaneous Prints

In this section, you will learn:

Customizing and Suppressing General Information (All Prints) Editing Top and Bottom Notes Sections (All Prints) Changing Print Fonts (All Prints) Customizing the Menu Section (Fancy Menu, Production Sheet) Selecting Required Item Details (Required Item List Print) Grouping Required Item Details (Required Item List Print) Setting Special Print Options (Production Sheet, Vendor List)



Editing Miscellaneous Prints

The Miscellaneous Prints Designer allows you to redesign the tops of various prints, including the Billing Statement in Account Manager and all sub-prints in Event Manager and Menu Manager.

Customizing and Suppressing General Information (All Prints)

 In the Miscellaneous Print Designer window (Setup > Miscellaneous Prints Designer), click the down arrow to the right of any field in a print to choose a different detail to appear there. Note: In addition to general event details, the "Deliveries," "Details," and "Staffing" prints allow you to rearrange or remove site location information, venue, and time details, as well.

Miscellaneous Print Designer	🕞 Print Type 🔹 🄨 T	iools • 🔎 Pre	view						× ۲۰ ۳
Event Checklist Event Deliveries Event Payments Event Deposits Event Recipes						Eve	nt D	eliver	ies
- Fancy Menu	Title Event Deliver	ries				Suppress	Header	Edit He	ader
► Details ► Staffing ► Ingredients	Client/Organization Guests		Event Date		Booking Conta Telephone	ct Site Contact Fax		Event # Guests	
Required Item List Production Sheet Event Costing Summary	Address Edit Top Notes	Suppress	Theme		Category	Sales Rep			
Service Order Event Timeline	Description S Setup Notes	itart End	Serving	Ba	r Delivery	Banquet Room	Setu	o Style	
— Menu Prep Sheet — Event Schedule	Site Name	Sit	e Address			Site Ca	itegory		
[—] Production Sheet	Directions Delivery Item								

2. Choose to suppress various sections of the print by clicking into the corresponding checkbox, located along the right-hand side of the Miscellaneous Print Designer window, next to a specific section of a print.

Note: Float your mouse pointer over any checkbox for a tool tip identifying its corresponding section; a check in a box generally causes a section to be suppressed on the print.

3. **[Optional]** Click into the "heading" box of any section and type a different heading, if desired.

Editing Top and Bottom Notes Sections (All Prints)

1. In the Miscellaneous Print Designer, click the **Edit Top Notes** button. *Result:* The text block for that section appears.

	Top Notes	×
Paste Cut Copy	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
Clipboard	Format Tools	
		<u>C</u> lose

- 2. Click into the text box and type as desired, using the toolbar at the top of the window to format text, center, or right-justify, etc.
- [Optional] Insert images (logos, etc.) by clicking the Insert button at the top of the window and choosing Image, then browsing to the image you want to insert. Note: Images can be justified (left, center, right) just like text.
- 4. **[Optional]** Insert merge fields (to dynamically merge information from the event, such as the event

number, revised date, etc.), by clicking the **Fields** button , located at the top of the window, opening a category of fields, and then double-clicking a specific field.

Changing Print Fonts (All Prints)

1. Click the **Tools** button at the top of the Miscellaneous Print Designer window and choose **Print Fonts**. *Result:* The Fonts window opens.

Fonts				×
	Font Name		Size	
Section Captions:	Arial	-	🗊 12 🔻	Reset
Field Captions:	Arial	-	8 🔻	
Field Values:	Times New Roman	-	1 0 -	
Financial Fields (Smaller):	Times New Roman	-	8 🔻	
Section Caption	Food/Servi	ce Items		
Field Caption & Field Va	lues	Financial Field Value	<u>s (Smaller)</u>	
Client		Subtotal		100.00
Crow Wedding Red	ception	Gratuity		15.00
		Service Charge		10.00
		Tax		7.00
		Total		132.00
			<u>O</u> K	<u>C</u> ancel

- 2. Choose a different font style and/or size for various areas of the print. *Note: The preview at the bottom of the window will update to reflect your changes.*
- 3. When finished, click **OK**.

Result: The Font window changes, but the preview in Miscellaneous Print Designer will NOT reflect your new font selections.

Note: To review your new fonts, save the print and click the **Preview** button at the top of the Miscellaneous Print Designer window. (You must have an event open in Event Manager to preview a print.)

Customizing the Menu Section (Fancy Menu, Production Sheet)

1. In the "Fancy Menu" or "Production Sheet" print, locate the menu section in the middle of the print. *Note: The "Fancy Menu" print only offers one column next to Format*.

● -= -= 💾 🗙	🍃 Print Type	• 🔨 Tools • 🝺 Pr						H
Beverage Items Liquor Items Equipment Items Labor Items Room Items	fla		D s			Produc	ction Sh	ee
Other Items	Title Pro	duction Sheet			[Suppress Hea	der Edit He	eade
Staffing Staffing For Event Employee Sign-In	Client/Org Address	anization	Event Date	Booking Telephon		Site Contact Theme	Event # Guests	
Sheet	Party Nam	e	Theme	Category		Sales Rep		
Ingredients	Edit Top	Notes Suppress						
Ingredients Worksheet	Format	ltem Name	5 L	Jnit	Category	Item ID	Туре	
Required Item List Production Sheet Event Costing Summary Service Order Event Timeline		City Qty Item Name Description Notes Modifications	en	ts		Show Directions Show Notes Show Checkboy	-	
Menu Prep Sheet Event Schedule		Instructions						

2. Click the down arrow in the first column next to **Format** and click the checkbox next to each item detail you want to include on this print:

Item Name

Shows the name of each item (as opposed to its detailed description) in whatever font is chosen for this print.

• Time

Shows the time for each menu item to the left of that item; times can be assigned in the menu of an event.

Note: Time can also be displayed in a separate column to the right of the items, or can be used to group items (see below).

• Qty

Shows the quantity of each item in parenthesis to the left of each item. *Note: Quantity can also be displayed in a separate column to the right of the items.*

• Description

Shows the detailed description of each item, with whatever font formatting has been applied in the event.

• Notes

Shows the notes of each item, with whatever font formatting has been applied in the event.

Modifications

Displays any text typed into the **Modifications** tab for the item in the event - including font formatting - in a colored box for easier reference; used especially in back-of-house prints to highlight changes to items.

• Instructions

Shows the recipe for each item in the event.

- Click the down arrows in other columns across the menu section to choose other details to appear, including item quantity, price, total, as well as details such as prep area, category, etc.
 Note: "Fancy Menu" print does not offer these options.
- 4. [Optional] In the "Fancy Menu" print, alternately click into the checkbox next to the menu section to allow or not allow this print to honor "menu item hiding."
 Note: A check in the box means item hiding will be allowed (meaning any item designated as "hidden" in an event's menu will not appear). Removing this check is a technique to pass otherwise "hidden" information to your back-of-house staff.
- 5. **[Optional]** In the Fancy Menu print, click into the **Center Items** checkbox if you would like the details to be center justified on the print.

Selecting Required Item Details (Required Item List Print)

1. In the "Required Item List" print, locate the item details section in the middle of the print. *Note: This section is the bottom row of boxes that you can edit, consisting of five boxes.*



2. Click the down arrows next to each box in this section and choose which specific item details to include on this print:

Note: The options below can be displayed in any of the boxes in this section.

Item Name

Shows the name/description of each required item for the event.

Category

Shows the category of each item (a custom quickpick list used to track items).

• Comment

Shows any custom comment that was typed in for each item.

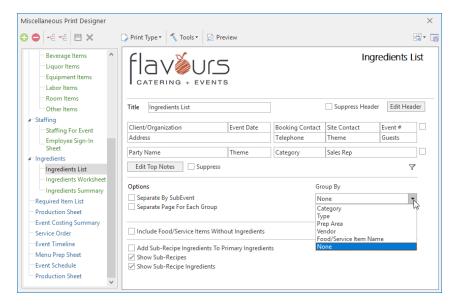
Vendor

Shows the vendor associated with each item (a custom list established through the **Setup** sidebar group).

- Food/Service Item Shows the menu item each required item is associated with.
- Item Unit Shows the item unit, or unit in which the ingredients were purchased.
- Packing Unit Shows the packing unit (cases, boxes, crates, etc.), you are using.
- None Leaves this box blank.

Grouping Required Item Details (Required Item List Print)

 In the "Required Item List" or "Ingredients List" print (Ingredients > Ingredients List), locate the Group By section at the bottom of the window.



2. Click the down arrow under **Group By** to separate items on the print based on their "Category," "Vendor," or the name of the associated menu item.

Setting Special Print Options (Production Sheet, Vendor List)

- 1. In the left pane of the Miscellaneous Print Designer window, select the **Production Sheet** or **Service Order/Vendor List**.
- 2. At the bottom of the main pain of the window, click into the checkboxes of each option you would like to enable:

- New Page for Each Prep Area/Vendor Lists items on the print on separate pages according to prep area or vendor.
- Show Food/Service Item Comments Includes any text typed into the Comment field for each menu item.
- Show Directions Includes any text typed into the site location "Directions" box from the event.
- Show Notes Displays any notes that were added to the tab.
- Show Checkboxes (Production Sheet Only) Shows two checkboxes to the left of each item on the print for use by production personnel.

Exclude Unassigned Vendors (Service Order only)

Excludes any menu items from the print that do not have vendors assigned to them.

Beverage Items Liquor Items Equipment Items Labor Items Other Items Staffing Staffing For Event Employee Sign-In Shedit Ingredients Ingredients List Ingredients List Ingredients List Ingredients Summary Required Item List Perty Name Theme Category Sales Rep Edit Bottom Notes Suppress Edit Bottom Notes Suppress Edit Bottom Notes Suppress Format Item Name Unit Category Item ID Type Show Pane For Each Vender	Miscellaneous Print Designer									\times
Ligor Items Equipment Items Labor Items CATERING + EVENTS Staffing For Event Suppress Header Edit Top Notes Suppress Ingredients List Ingredients List Ingredients List Edit Top Notes Suppress Suppress Edit Bottom Notes Suppress Format Item Name Unit Category Item ID Production Sheet Show Page For Each Vendor	0 🗢 🔤 📲 🗙	🍃 Print Type 🕶	🔨 Tools 🔹 🔎 Pre	eview						₩ • @
Other Items Title Service Order Suppress Header Edit Header Staffing Staffing For Event Client/Organization Event Date Booking Contact Site Contact Event # Address Telephone Theme Guests Staffing Ingredients Party Name Theme Category Sales Rep Ingredients List Edit Top Notes Suppress Ingredients Summary Required Item List Format Item Name Unit Category Item ID Type Production Sheet Show Pane For Each Vendor Show Pane For Each Vendor Staffing Comparents Inservents Inservents		fla						Servi	ce Or	der
Staffing For Event Client/Organization Event Date Booking Contact Site Contact Event # Address Telephone Theme Guests * Ingredients Party Name Theme Category Sales Rep Ingredients List Ingredients Summary Edit Top Notes Suppress Required Item List Format Item Name Unit Category Item ID Type Production Sheet Show Pane For Each Vendor Show Pane For Each Vendor Show Pane For Each Vendor		Title Servi	ce Order					Suppress Heade	r Edit H	eader
Sheet Party Name Theme Category Sales Rep Ingredients Ingredients List Edit Top Notes Suppress Ingredients Summary Required Item List Format Item Name Production Sheet Show Eacd/Service Item Comments Mww Pare For Fach Vendor	Staffing For Event		nization	Event Date		-	ntact			
Ingredients List Edit Top Notes Suppress Ingredients Worksheet Edit Bottom Notes Suppress Ingredients Summary Format Item Name Unit Category Item ID Type Production Sheet Show Eopd/Sendre Item Comments Item Anne Item Comments Item Name	Sheet	Party Name		Theme		Category		Sales Rep		\checkmark
Required Item List Production Sheet Show Eood/Sensice Item Comments Maw Page For Fach Vendor	Ingredients List									
Show Food/Service Item Comments		Format	Item Name		Ur	nit Ca	ategor	y Item ID	Туре	
Event Costing Summary Service Order Event Timeline Menu Prep Sheet Event Schedule Production Sheet V	Event Costing Summary Service Order Event Timeline Menu Prep Sheet Event Schedule Production Sheet			e Item Comme	ents					



Contract Print Layout Samples Shown:

- Layout 1 Layout 2 Layout 3 Layout 4 Layout 5
- Layout 6

General event information appears in boxes at the top, and all details of each sub-event - venue, times, menu and comments - are separated into individual boxes.

Ladtech Address			ent Date	Telephone	Fax		Event #
Address		3/	9/2018 (Fri)	(612) 415-1252	(612) 415-		E00454
6100 Pine Ridge	Road			Booking Contact Bill Depisa	Site Conta Bill Depisa		Guests 30 (Pln)
				timated cost per gue fore the event date/			
Venue Description	Turpo	Start	End	Soning	Room		Satur Stula
Description Lunch Buffet	Type On-Premise	12:00 pm		Serving 12:00 pm	Sand		Setup Style Banquet
Food/Service Ite							
Food/Service Iter					Price	Qty	To
All-American B Soft Drinks	uffet				\$10.25 \$1.25	30 27	\$307. \$33.
Comments					\$1.20	27	\$33.
Group to mo	ve to sand room f	or meeting fol	lowing lunch.				
Venue							
Description	Туре	Start	End	Serving	Room		Setup Style
Meeting Food/Service Ite	On-Premise <u>ms</u>	1:00 pm	4:00 pm	NA	Sand		Classroom
Food/Service Iter	ms				Price	Qty	Тс
Wireless Micro	phone				\$70.00	1	\$70.
Flip Chart with					\$20.00	1	\$20.
Projection Scre	en				\$10.00	1	\$10.
<u>Comments</u> Client will arri	ive an hour early v	vith projector	for setup.				
	¢ 4 41 05		¢0.00 p	- L. Cradit Card	011		*** 4250
Subtotal	\$441.25 Pak		\$0.00 Pay Meth		Card N	nudel.	*** 4352 03-2023
Subtotal	\$30.89 Bala	nice	\$526.74 Card Typ		Expires		03-2023
Tax	¢E470		Card Hold				
Tax Service Charge	\$54.60		Signature				
Tax Service Charge Total Value	\$526.74					no ahov	e contract and ag
Tax Service Charge Total Value A <u>\$200.00</u> canc	\$526.74 cellation fee will be		any cancellation wi and conditions on	thin <u>7 days</u> of event. any contract addend			
Tax Service Charge Total Value A <u>\$200.00</u> cance the terms and c	\$526.74 cellation fee will be	as any terms a	ind conditions on		lum's which I n		

Layout 1 - Lined

All layouts are available in both a "shaded" format (shown on previous page), as well as a "lined" format (shown below).

Jests	EOC	1000	Fax	ohone		ent Date 9/2018 (Fri)			Client Ladtech
	Gue	ct	(612) 415-1 Site Contac) 415-1252 king Contact	Bool	72016 (FII)	3		Address
	iges to the	ny char		Depisa ed cost per gues the event date/tir	<u>27</u> . Estimat			he minimum gu	
	Setup Styl		Room		Servin	End	Start		Venue Description
-	Banquet		Sand		12:00	1:00 pm	12:00 pm	Type On-Premise	Lunch Buffet
Tot		Otv	Price						Food/Service Item Food/Service Item
\$307.5		Qty 30	\$10.25					et	All-American Bu
\$33.7		27	\$1.25						Soft Drinks
					ch.	lowing lund	or meeting fo	to sand room fo	<u>Comments</u> Group to move
									Venue
yle	Setup Sty		Room	g	Servin	End	Start	Туре	Description
om	Classroo		Sand		NA	4:00 pm	1:00 pm	On-Premise	Meeting
Tol		Qty	Price						Food/Service Item Food/Service Item
\$70.0		1	\$70.00					one	Wireless Micropl
\$20.0		1	\$20.00					rkers	Flip Chart with M
\$10.0		1	\$10.00						Projection Scree
						for setup.	vith projector	an hour early w	<u>Comments</u> Client will arriv
			Court N	Credit Card	Pay Method	\$0.00	k	\$441.25 Paid	Subtotal
	*** 4352	umber	Card N					\$30.89 Bala	Тах
	*** 4352 03-2023		Expires	Visa	Card Type	\$526.74	ance	\$30.07 Daio	
				Visa Bill Depisa	Card Holder	\$526.74	ance	\$54.60	Service Charge
	03-2023		Expires	Bill Depisa	Card Holder Signature			\$54.60 \$526.74	Service Charge Total Value
and agre	03-2023 e contract	ne abov	Expires		Card Holder Signature	iny cancella	e incurred for	\$54.60 \$526.74 ation fee will be	Service Charge Total Value A <u>\$200.00</u> cance
and agr	03-2023 e contract	ne abov	Expires	Bill Depisa 7 days of event.	Card Holder Signature ation within ons on any c	iny cancella nd conditio	e incurred for as any terms	\$54.60 \$526.74 ation fee will be aditions as well a	Service Charge Total Value A <u>\$200.00</u> cance

General event information appears two columns at the top, as opposed to in boxes as with other layouts. All sub-event details are listed underneath, grouped by type of detail (venue details, menu items, etc.).

	RING +					Lá	ayout 2 (Lineo
Т	Address 6100 F elephone (612) 4 Fax (612) 4	ch erly Sales Meeting Pine Ridge Road 115-1252 115-1090 Wilson			Event Date Event # Guests Booking Contact Site Contact Theme	E00454 30 (Pln)		
•		• •			ed cost per guest i he event date/tim		•	
Description	Turce	Ctort	End	Venue		Deer	6-1 1	Stule
Description Lunch Buffet	Type On-Premise	Start 12:00 pm	End 1:00 pm	Serving 12:00 pn	 ו	Room	Setup S Banqu	-
Meeting	On-Premise	1:00 pm	4:00 pm	NA		Sand	Classro	
			F	ood/Service Ite	ms			
Food/Service Item	IS					Price	Qty	Т
Meeting - 3/9/20 Wireless Microp Flip Chart with M Projection Scree	hone Narkers					\$70.00 \$20.00 \$10.00	1 1 1	\$70 \$20 \$10
				Comments				
Meeting - 3/9/20	e to sand room 18 - 1:00 pm	for meeting follo	-	L				
Subtotal	\$441.25	Paid	\$0.00	Pay Method	Credit Card	Card Num	ber *** 4352	
Тах	\$30.89	Balance	\$526.74	Card Type	Visa	Expires	03-2023	
Service Charge	\$54.60			Card Holder	Bill Depisa			
Total Value	\$526.74			Signature				
					days of event. I long			and agre
				D	ate:			
Client:				E)ate:			

Menu item details are separated into two sections on the left and right side of the print, based on custom conditions that you can establish.

Ladtech Address 6100 Pine Ridge Ro Pricing based on guaranteed gues	oad				Telepho					vent #
6100 Pine Ridge Ro Pricing based on	oad		3/9/2018 (Fri)		(612) 41		(612) 415-			00454
•					Booking Bill Dep	Contact bisa	Site Conta Bill Depis			iuests 0 (Pln)
Description	Туре	Start	End	Ven	iue rving		Room		Sotur	o Style
Lunch Buffet Meeting	On-Premise On-Premise	12:00 pm 1:00 pm	1:00 pm 4:00 pm		:00 pm		Sand		Banc	-
	Food & I	Beverage				E	quipment/Mi	scellaneous		
Food/Service Items		Price	Qty			rvice Items		Price	Qty	Т
Lunch Buffet - 3/9/20 All-American Buffe Soft Drinks		\$10.25 \$1.25		307.50 \$33.75	Wireless Flip Cha	<u>- 3/9/2018 - 1:00</u> Microphone Int with Markers	<u>om</u>	\$70.00 \$20.00 \$10.00	1 1 1	\$70. \$20. \$10.
					FIOJECII	on Screen		\$10.00	1	φ10.
Subtotal	\$441.25 Pa		****							
	+ · · · · = • · ·	aiu	\$0.00	Pay Met	hod	Credit Card	Card I	Number	*** 4352	
Тах	\$30.89 B			Pay Meti Card Typ		Credit Card Visa	Card I Expire		*** 4352 03-2023	
Tax Service Charge Total Value				-	oe Ider					

General event information appears in boxes at the top - and all sub-event details are listed underneath, grouped by type of detail (venue details, menu items, etc.).

Client Ladtech			Event Date 3/9/2018 (Fri)		phone) 415-1252	Fax (612) 415-109	n	Event # E00454
Address 6100 Pine Ridge	Road	·	5/ 7/ 2010 (11)	Boo	king Contact Depisa	Site Contact Bill Depisa		Guests 30 (Pln)
•		• •			ted cost per gues the event date/ti		•	
				Venue				
Description Lunch Buffet Meeting	Type On-Premise On-Premise	Start 12:00 pm 1:00 pm	End 1:00 pm 4:00 pm	Serving 12:00 p NA		Room Sand Sand	E	ietup Style Banquet Classroom
5		•		od/Service It	ems			
Food/Service Items						Price	Qty	Тс
Lunch Buffet - 3/9/ All-American Buff Soft Drinks						\$10.25 \$1.25	30 27	\$307. \$33.
Meeting - 3/9/2018	- 1:00 pm					ψ1.20	27	¢00.
Wireless Microph						\$70.00	1	\$70
Flip Chart with Ma						\$20.00	1	
	2018 - 12:00 pm	or meeting fol	lowing lunch.	Comments		\$20.00 \$10.00		\$20. \$10.
Flip Chart with M Projection Screen	2018 - 12:00 pm to sand room fo - 1:00 pm _	-	-	Comments			1	
Flip Chart with Mi Projection Screen Lunch Buffet - 3/9/ Group to move Meeting - 3/9/2018 Client will arrive	2018 - 12:00 pm to sand room fo - 1:00 pm an hour early w	rith projector t	for setup.			\$10.00	1	\$10.
Flip Chart with M. Projection Screen Lunch Buffet - 3/9/ Group to move Meeting - 3/9/2018	2018 - 12:00 pm to sand room fo - 1:00 pm _	aid	for setup.	ay Method	Credit Card Visa		1	\$10.
Flip Chart with Mi Projection Screen Lunch Buffet - 3/9/ Group to move Meeting - 3/9/2018 Client will arrive Subtotal	2018 - 12:00 pm to sand room fo - 1:00 pm an hour early w \$441.25 Pa	aid	for setup. \$0.00 F \$526.74 C	ay Method	Credit Card	\$10.00	1 1	\$10.
Flip Chart with Mi Projection Screen Lunch Buffet - 3/9/ Group to move Meeting - 3/9/2018 Client will arrive Subtotal Tax Service Charge Total Value	2018 - 12:00 pm to sand room fo - 1:00 pm an hour early w \$441.25 Pr \$30.89 B \$54.60 \$526.74	aid alance	for setup. \$0.00 P \$526.74 C S	ay Method Card Type Card Holder ignature	Credit Card Visa Bill Depisa	\$10.00 Card Num Expires	1 1 ber *** 4 03-2	\$10
Flip Chart with Ma Projection Screen Lunch Buffet - 3/9/ Group to move Meeting - 3/9/2018 Client will arrive Subtotal Tax Service Charge Total Value A \$200.00 cance the terms and c Client:	2018 - 12:00 pm to sand room fo - 1:00 pm an hour early w \$441.25 Pr \$30.89 Br \$54.60 \$526.74 ellation fee will b	aid alance be incurred fo Il as any terms	for setup.	Pay Method Card Type Card Holder ignature ion within on any c	Credit Card Visa	\$10.00 Card Num Expires I have read the a im's which I may	1 1 ber *** 4 03-2	\$10. 1352 2023

Menu item details are separated into two sections on the left and right side of the print based on custom conditions, with Comments and Venue details on the left and right (respectively) below that.

Client		Event D			Teleph		Fax			Event #
Ladtech		3/9/20	18 (Fri)			415-1252	(612) 415-10	90		E00454
Address 6100 Pine Ridge Roa	ad				Bookin Bill De	ng Contact episa	Site Contact Bill Depisa			Guests 30 (Pln)
•	he minimum guarantee count must be made n	•	-							
	Food & Beverage					Equ	ipment/Misce	llaneous		
Food/Service Items	Pric	ce Qty		Total	-	ervice Items		Price	Qty	Т
Lunch Buffet - 3/9/201	-					g - 3/9/2018 - 1:00 pm				
All-American Buffet Soft Drinks	\$10.2			307.50		ss Microphone art with Markers		\$70.00 \$20.00	1 1	\$70 \$20
SOIT DHINKS	\$1.2	5 27	3	¢JJ./J		tion Screen		\$20.00 \$10.00	1	\$20 \$10
	Comments						Venue			
Lunch Buffet - 3/9/201	18 - 12:00 pm				Room	Setup Style		Sta		End
Group to move to	sand room for meeting	g following	g lunch.		Sand Sand	Banquet	On-Prer On-Prer			•
Meeting - 3/9/2018 - 1	1:00 pm				Saliu	Classroom	UII-PIEI	nise i.u	J pin	4:00 pm
Subtotal	\$441.25 Paid		\$0.00	Pay Me	thod	Credit Card	Card Nur	nber	*** 435	52
Тах	\$30.89 Balance	:	\$526.74	Card Ty	/pe	Visa	Card Nur Expires	nber	*** 435 03-202	
Tax Service Charge Total Value A <u>\$200.00</u> cancella	\$30.89 Balance \$54.60 \$526.74 ation fee will be incurre	d for any d	\$526.74	Card Ty Card Ho Signatu ation w	ype older ire vithin <u>7 (</u>	Visa Bill Depisa days of event. I ha	Expires	above	03-202	23
Tax Service Charge Total Value A <u>\$200.00</u> cancella the terms and con Client:	\$30.89 Balance \$54.60 \$526.74	d for any c erms and c	\$526.74 cancella conditic	Card Ty Card Ho Signatu ation w	ype older ire /ithin <u>7 (</u> any cor Da	Visa Bill Depisa days of event. I ha	Expires	above	03-202	23

Menu item details are separated on the left and right side of the print based on custom conditions, with Comments, Venue details, Terms/Conditions and Financial Information on the left and right below that.

Address Site Contact Guests 6100 Pine Ridge Road Booking Contact Bill Depisa 30 (Pin) Pricing based on the minimum guaranteed guest count of 27. Estimated cost per guest is \$13.99. Any changes to the guaranteed guest count must be made no later than 72 hours before the event date/time. Cancellation charges may apply Food & Beverage Equipment/Miscellaneous Food/Service Items Price Oty Food/Service Items Price Oty Total Keeting - 3/9/2018 - 12:00 pm Heeting - 3/9/2018 - 12:00 pm All-American Buffet \$10.25 30 \$307.50 Wireless Microphone \$70.00 1 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Venue Venue Neue Neue 10.00 1 Lunch Buffet - 3/9/2018 - 12:00 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00			Event Dat 3/9/2018		Telephone (612) 415-125	50	Fax (612) 415-1	1000		Event # E00454	
Pricing based on the minimum guaranteed guest count of <u>27</u> . Estimated cost per guest is <u>\$13.99</u> . Any changes to the guaranteed guest count must be made no later than <u>72 hours</u> before the event date/time. Cancellation charges may apply Food & Beverage Equipment/Miscellaneous Food /Service Items Price Qty Tuch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 1:00 pm All-American Buffet \$10.25 30 \$307.50 Soft Drinks \$11.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Venue Room Setup Style Type Start End Lunch Buffet - 3/9/2018 - 1:00 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Subtotal \$441.25 Paid Tax \$30.89 Balance Service Charge \$54.60 Conditions on any contract addendum's which I may sign. Client:	bad		3/ 7/2010	(11)	Booking Cont		Site Contac	ct		Guests	
Food/Service Items Price Qty Total Food/Service Items Price Qty Lunch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 1:00 pm Meeting - 3/9/2018 - 1:00 pm Nureless Microphone \$70.00 1 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Venue Venue Nureless Microphone \$10.00 1 Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start End Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm 4:00 A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Subtotal \$441.25 Paid Tax \$30.89 Balance Service Charge \$54.60 Total Value \$526.74 Client:	the minimum guarante		,		stimated cost	. 0	<u>\$13.99.</u> A	ny change	s to t	he	
Food/Service Items Price Qty Total Food/Service Items Price Qty Lunch Buffet - 3/9/2018 - 12:00 pm \$10.25 30 \$307.50 Wireless Microphone \$70.00 1 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Venue Venue Venue Venue No.00 1 Lunch Buffet - 3/9/2018 - 12:00 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 1:00 pm 4:00 Client will arrive an hour early with projector for setup. Financial Information Subtotal \$441.25 Paid 1:25 Meeting - 3/9/2018 - 1:00 pm Group to move to sand room for meeting following lunch. Subtotal \$441.25 Paid 1:00 Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Subtotal \$441.25 Paid 1:00 Client will arrive an hour early with projector for satup and conditions on any contract addendum's which I may sign. Subtotal \$441.25 Paid 1:20 Clien	Food & Beverage					Faui	nment/Mise	cellaneous			
All-American Buffet \$10.25 30 \$307.50 Wireless Microphone \$70.00 1 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Venue Projection Screen \$10.00 1 Comments Venue Room Setup Style Type Start End Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 100 pm Client will arrive an hour early with projector for setup. Financial Information Sand Sand Sand Classroom On-Premise 1:00 pm 4:00 Client will arrive an hour early with projector for setup. Financial Information Subtotal \$441.25 Paid Tax \$30.89 Balance Service Charge \$54.60 Total Value S526.74 Client:		се	Qty	Total	Food/Service If		F.1.0.10 1013		Qty		То
Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Projection Screen \$10.00 1 Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start End Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Financial Information Sand Sand Sand Clients Subtotal \$441.25 Paid Tax \$30.89 Balance Service Charge \$54.60 Service Charge \$54.60 Total Value \$526.74 Client:	018 - 12:00 pm				Meeting - 3/9/	/2018 - 1:00 pm	L				
Projection Screen \$10.00 1 Comments Venue Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start End Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Sand Banquet On-Premise 1:00 pm 1:00 Terms & Conditions Financial Information Status Status Status Status A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Subtotal \$441.25 Paid Tax \$30.89 Balance Client:	t \$10.	25	30	\$307.50				\$70.00	1		\$70.0
Comments Venue Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start End Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm 4:00 Terms & Conditions Financial Information Sature Satu	\$1.	25	27	\$33.75							\$20.0
Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start End Group to move to sand room for meeting following lunch. Meeting - 3/9/2018 - 1:00 pm On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 1:00 pm Classroom On-Premise 1:00 pm 4:00 Client will arrive an hour early with projector for setup. Financial Information Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 1:00 pm 4:00 Terms & Conditions Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand					Projection Sci	reen		\$10.00	1		\$10.0
Client Usine - 307/2018 - 1200 pm Convertionate - 307/2018 - 1200 pm Convertionate - 307/2018 - 1200 pm Convertionate - 307/2018 - 1200 pm Sand Banquet On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 100 pm Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 12:00 pm 1:00 Terms & Conditions Financial Information Sand Classroom On-Premise 12:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4:00 Terms & Conditions Sand Classroom On-Premise 12:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Sand Sand Classroom On-Premise 12:00 pm 1:00 Meeting - 3/9/2018 - 1:00 pm Sand Sand Sand Sand <t< td=""><td>Comments</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Comments										
Group to move to said room for meeting following runch. Sand Classroom On-Premise 1:00 pm 4:00 Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm 4:00 Terms & Conditions A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Subtotal \$441.25 Paid Tax \$30.89 Balance Client:	19 12-00 pm										
Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Terms & Conditions Flancial Information A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Subtotal \$441.25 Paid Client:				unch	Sallu					1.00 p	
within 7 days of event. I have read the above contract and agree to the terms and conditions on any contract addendum's which I may sign. Tax \$30.89 Balance Client:	o sand room for meetir						On-Pr	emise 1:00	pm	4:00	m
agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:	o sand room for meetir 1:00 pm In hour early with proje	ctor	for setup	Э.	Financial Inform				pm	4:00	
Client:	b sand room for meetir <u>1:00 pm</u> In hour early with proje lation fee will be incurre	ctor ed fo	for setur	o . ncellation	Financial Inform		\$441.25 Pa	id	pm		\$0.
Client:	a sand room for meetin 1:00 pm In hour early with proje lation fee will be incurred vent. I have read the a	ctor ed fo	for setur or any car e contrac	o. ncellation ct and	Financial Inforr Subtotal Tax	nation_	\$441.25 Pa \$30.89 Ba	id	pm		\$0.
	a sand room for meetin <u>1:00 pm</u> In hour early with project lation fee will be incurred went. I have read the a is and conditions as we	ctor ed fo bove II as	for setur or any car e contrac any term). ncellation ct and is and	Financial Inform Subtotal Tax Service Charge	nation_	\$441.25 Pa \$30.89 Ba \$54.60	id	pm		\$0.0
Sales Rep:	a sand room for meetin <u>1:00 pm</u> In hour early with project lation fee will be incurred went. I have read the a is and conditions as we	ctor ed fo bove II as	for setur or any car e contrac any term). ncellation ct and is and	Financial Inform Subtotal Tax Service Charge	nation_	\$441.25 Pa \$30.89 Ba \$54.60	id	pm		\$0.
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