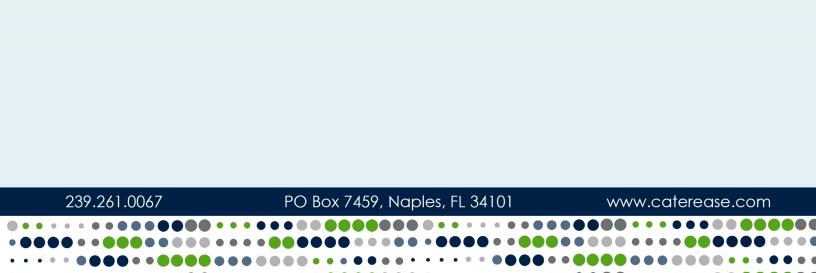


Training Guide



Creating Custom Event Prints

© Copyright 2018

TABLE OF CONTENTS

Unit 1: Adding a New Event Print in Print Designer	5
Adding a New Print	6
Creating Sub-Menus in Print Designer	
Selecting a Print Layout	8
Layout Description Table	
Changing a Print Title in Print Designer or Miscellaneous Print Designer	
Hiding Prints from the Selection Menu	
Adding a New Prospect Manager Proposal	12
Adding a New Guestrooms Manager Print	
Unit 2: Customizing Event Prints in Print Designer	14
Editing the Header or Footer of a Print	15
Adding an Image/Logo to the Header	
Inserting Merge Fields into the Header	16
Customizing and Suppressing General Information	
Editing Top and Bottom Notes Sections	
Showing an Event Timeline on an Event Print	
Changing Print Fonts	21
Unit 3: Customizing Sub-Event Details on a Print	
Available Menu Item Fields	26
Establishing an Item as Hidden in an Event	27
Setting up a Print to Hide Items	27
Unit 4: Customizing Financial Information	
Modifying Financial Information on Prints	
Available Financial Fields	

TABLE OF CONTENTS

Showing the Financial Breakdown	
Showing Tax/Service Charge Percentages	33
Showing/Suppressing Miscellaneous Charges and Discounts	33
Showing Deposits Due	34
Showing Payment Information on an Event Print	34
Available Payment Fields	35
Unit 5: Completing Your Custom Print	
Editing the Page Footer of a Print	37
Customizing Languages	
Adding a Custom Translation	
Identifying the Print Type for the Program	41
Copying an Existing Print in Print Designer or Miscellaneous Print Designer	42
Adding an Invoice	
Creating Sub-Menus	44
Customizing the Invoice	45
Unit 6: Editing Miscellaneous Prints	
Editing the Header of a Print (All Prints)	
Editing Top Notes Sections (All Prints)	
Changing Print Fonts (All Prints)	50
Customizing the Menu Section (Production Sheet, Fancy Menu)	
Selecting Required Item Details (Required Item List Print)	53
Grouping Required Item Details (Ingredients List)	54
	E 4
Setting Special Print Options (Production Sheet, Vendor List)	

Unit 1: Adding a New Event Print in Print Designer

In this section, you will learn:

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



Adding a New Event Print in Print Designer

In Caterease, you have a Print Designer that allows you to create as many prints as you want, to serve any purpose you need. The Print Designer offers a template-based approach to modify the various event prints (contracts, invoices, proposals, back-of-house prints) you generate from the program.

Accessing the Print Designer

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

ce ∰ 12° 101, •					
Home Select Reports Display Administra	🕲 Print Designer				×
	• ● -= -= = ×	D Print Type - 🔨 Tools - D Preview		20	
Paste Output B I U A · 12 Image: Text Editing FI Clipboard Basic Text Editing rs FI FI <t< td=""><td>Invoice Invoice Detailed Contract Proposal</td><td></td><td></td><td>for: Event # (Event.#) on: [Event Date Long]</td><td> a</td></t<>	Invoice Invoice Detailed Contract Proposal			for: Event # (Event.#) on: [Event Date Long]	a
Setup <	- Kitchen Detail - Chef's Copy	Suppress Header		Edit Header 💌	
Marketing Tools	- Contract with Staffing	Address Event Date	Telephone Fax	Event #	
Site Locations	Contract - (Narrative)	Address	Booking Contact Site Conta		
Vendor List	BEO Dual Column Contract	Party Name Theme	Sales Rep Category	\checkmark	
🕹 Menu Manager 👾 Ingredient Manager	Custom Print	Edit Top Notes V Suppress			
Forguest direct Print Designer Print Designer Security Security Outrapidis Unar Defined Fields Clubal Settings Preferences Main	Contrat en Francais		® Cente	red O Boxed	
A		Pay Method Card Type		inature 🗹	
Tools		Card Number None	Expires No	ne	
Queries					
Setup		PAYM	INTS MADE	2	
😿 System		Payment Pmt Date Pmt Method Nor Edit Bottom Notes V Suppress	e None None Print Type	None	
		Edit Footer			
P Inactive 🚓 Administrator	Invoice 1				Manager CAPS NUM SCRL INS

Adding a New Print

- Click the Add Print button , 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. 3. Click into the Add A New Print checkbox (if it is not already selected).

🖻 Add New	×
- Add A New Print Header	
Print Type Contracts & Proposals Layout 1	Print Format: Lined Shaded Flav
Layout 1	CATERING + EVENTS Image: Description of the term of the
	Date Distribution Distribution Distribution Distribution New Own Distribution Distribution Distribution Distribution Distribution Distribution Distribution Distribution Distribution
	<u>O</u> K <u>C</u> ance

- 4. Click on a Layout on the left-hand side of the window to select it.
- 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.
- 6. Click **OK**. *Result:* A new print is added to the bottom of your prints list.
- 7. Type a title for your new print, over the words "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.

Creating Sub-Menus in Print Designer

1. 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. Click into the Add a New Print Header checkbox.
- 4. Type the <u>Header Caption</u> into the blank field.
- 5. Click **OK**.

Print Format: Lined Shaded
Cl of Etchen Detail
flavéurs Richen Detail
CATERING + EVENTS United and the events and the event
Remai Remai Relation de la construcción de la construcción de la construcción de la construcción de la constru Relation de la construcción de la c
Tated Decoston Iter Line Serving Room Sina Dyne
Sanctern 1130 am 230 pm 1130 am Sand Banquet Santed Sectors Bang Santara Sectors Bang
The Napie Stanch Hotel 651 Guilthows Bird, Napies, FL 5432 Sand How Tensor News 99 The Video Consert 22
Construction Control 12 Construction
Coan Face Local Cream Cream lager notice point mine to one in lagers Here Travel one of the Second Se Second Second Se
Mineral Water 50 per text a
Description Dear Dear Dear Main Security Dear Term Velocity Tables Tables </td
Lenne 1985/2 her BBB/harberte GesCor Gertwister In Fight Talene BILLE/Gertyse Bille/Gertyse Dirke Bille/Gertyse
any terns and conditions on any contract addencium's which I may sign. Overst. Date:
Sales RapDate

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

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

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.

Changing a Print Title

You can easily copy a print, then rename the print's title.

Changing a Print Title in Print Designer or Miscellaneous Print Designer

- Right-click on the print title (in Print Designer or Miscellaneous Print Designer) you would like to change.
 Result: A pop-up window opens.
- 2. Choose Rename Print/Heading.



- 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

You are able to hide prints in your Print Designer or Miscellaneous Print Designer. Once hidden, the prints will not be available for selection within the selection window.

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.

tion within the selection window.

3. Click OK.

Tip: Right-click on the name of the print and choose Display Print in Menu to make the print visible again.

··· Invoice ··· Invoice Detailed	flavõu		Со	ntrat o	le Bo	inquet	
Invoice Detailed Contract Proposal Kitchen Detail	CATERING + E			Servia	ve Tr	et raiteur	
- Chef's Copy	Suppress Header	Suppress Header Edit Header					Ŧ
Contract with Staffing Contract - (Narrative)	Client/Organization Address			Telephone Fax Booking Contact Site Contac		Event # oct Guests	
BEO	Party Name	Theme	Sales Rep	Category			~
Dual Column Contract Custom Print	Edit Top Notes 🔻	Suppress	Juichtep			w Allergy Alert	ts
		Suppress	OCATION	19,		w Allergy Alert	~
Custom Print		Suppress		None		w Allergy Alert	ts V
Custom Print Contrat en Francais	Edit Top Notes 🔻	Suppress SITE L Site Address			☐ Sho	w Allergy Alert Setup Style	~
- Custom Print - Contrat en Francais	Edit Top Notes 👻	Suppress SITE L Site Address		None	☐ Sho		

Result: On-screen, hidden prints will appear grayed out and with a strike-

through line. Additionally, prints that are hidden will not be available for selec-

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.
- 2. 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.

😉 Print Designer						\times
😋 😑 📲 🗲 🕒 🗙	🕞 Print Type 🔹 🔨 Tools 🔹 😥 Pre	view				88 - De
Invoice	Event Manager					
Invoice Detailed	😪 Guestrooms Manager	-			vent # [Event.# vent.Date.Long	
Contract	Prospect Manager)			-	
Proposal	CATERING + EVENT	S				
Kitchen Detail						
Chef's Copy	Suppress Header			Edit	Header	r
Contract with Staffing	Address	Event Date	Telephone	Fax	Event #	\checkmark
···· Contract - (Narrative)	Address		Booking Contact	Site Contact	Guests	
BEO	Dent - Name	Theme	Color Dere	Catanan		
Dual Column Contract	Party Name	Theme	Sales Rep	Category		V
- Custom Print	Edit Top Notes 🔻 🗌 Suppress					

- 5. 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.
- 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.
- 2. 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.*

😉 Print Designer						\times
	🎧 Print Type 🔹 🔨 Tools 🔹 😥 Pre	view				∷ .
Invoice	🛒 Event Manager					
- Invoice Detailed	😎 Guestrooms Manager 🔓 🧲				it # [Event.#] nt.Date.Long]	
Contract	🦻 Prospect Manager)			5,	
···· Proposal	CATERING + EVENTS					
···· 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	
BEO	Party Name	Theme	Sales Rep	Category		
Dual Column Contract		meme	oureshep	category		
Custom Print	Edit Top Notes 🔻 🗌 Suppress					
Contrat en Francais						\checkmark
Offsite 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:

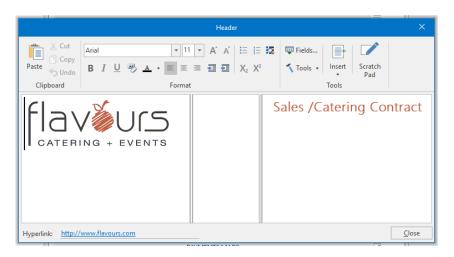
Editing the Header or Footer of a Print Adding an Image/Logo to the Header Inserting Merge Fields into the Header Customizing and Suppressing General Information Editing Top and Bottom Notes Sections Showing an Event Timeline on an Event Print Changing Print Fonts



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 **Fields**, located at the top of the window, expanding a category of fields, then double-clicking a specific field.

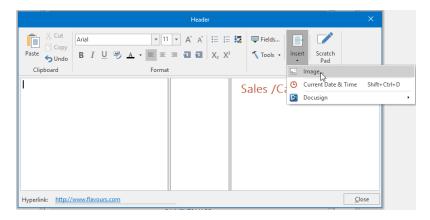
[Optional] Click in the <u>Hyperlink</u> field at the bottom of the Header/Footer window and enter a URL (web address) to attach to this areas of the print.
 Note: When you e-mail this print, the recipient can click any part of this header or footer and be sent to the designated web address.

[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.
- 5. 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
Ţ <u>S</u> elect ±
► Account Fields
🐖 Event Fields
▶ Sub-Event Fields
▶ [™] Staffing Fields
Event Financial Fields
🖙 Sub-Event Financial Fields
Marcount User Defined Fields
Event User Defined Fields
Sub-Event User Defined Fields
Site User Defined Fields
Company Information
🕨 Special Fields
<u>C</u> lose

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.

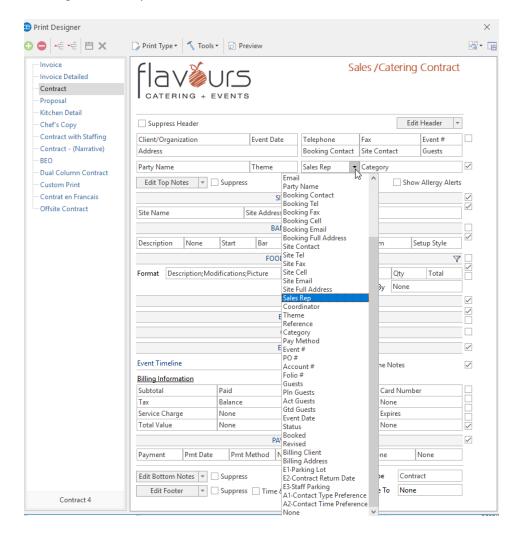
Note: As an option, click the **Full Expand** button , located at the top of the Fields Explorer window, to expand all categories of merge fields.

- 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 is currently positioned, 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** button ^a on the subsequent screen.

Customizing and Suppressing General Information

1. 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 rearranged in this way.



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	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	
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.	
	Date:	
Sales Rep:	Date:	
		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.
- [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 layout in the Print Designer (Contract/BEO, for example), locate the **Event Timeline** section towards the bottom of the print.

Print Designer										×
● -= == 💾 🗙	🍃 Print Type 🕇	 Tools 	• 🖸 Previe	EW						₩• [
Invoice Invoice Detailed Contract Proposal	flav Cater					Sa	ales /C	aterir	ng Contract	
Kitchen Detail Chef's Copy	Suppress	Header						E	dit Header 🔹]
Contract with Staffing	Client/Organ	nization	E	vent Date	Tele	phone	Fax		Event #	
Contract - (Narrative)	Address					king Contact	Site Co	ntact	Guests	
BEO	Party Name		Т	heme	Sale	s Rep	Catego	rv		
Dual Column Contract	Edit Top N	otes 🔻	Suppress				13-	-	ow Allergy Alerts	
Custom Print	Edit Top N	otes	_ suppress						low Allergy Alerts	
Contrat en Francais Offsite Contract					ELOCATIO					
	Site Name		Site	Address			None			
				BAN	QUET ROC	OMS				
	Description	None	Start	Bar	Serving	End	Room	1	Setup Style	
		FOOD/SERVICE ITEMS								
	Format De	Format Description;Modifications;Picture None None Price Qty Total								
							Group B			1
				li	ngredients					\checkmark
					ent Staffin					\checkmark
						2				
		COMMENTS								
	EVENT NOTES						\checkmark			
	Event Timelin	ne			S	uppress Event	Timelin	e Notes		
	Billing Inform	nation								
	Subtotal		Paid			1ethod		Card Num	nber	
	Tax		Balance		Card	Type Holder		lone		-
	Service Char Total Value	ge	None					xpires Jone		
	Total Value									
	Payment	Pmt Date	Pmt Me		MENTS MA	None	Nor	e	None	
	- syment	I int Date	1. 111. 1916		116	1		_		_
	Edit Bottom	Notes 🔻	Suppress			F	Print Type	Cor	ntract	

- 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 disr

Result: Any timeline notes that have been entered into the event within Event Manager will not display on the print.

 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.*

lame New Roman	· [Reset
	-		Reset
: New Roman		8 -	
New Roman			
	- U	10 🗸	
New Roman	-	8 -	
Food/Service Items			
Financial F	Field Values	(Smaller)	
Subtotal			100.00
Gratuity			15.00
Service Ch	large		10.00
Тах			7.00
Total			132.00
	Financial I Subtotal Gratuity Service Ch Tax	Financial Field Values Subtotal Gratuity Service Charge Tax	Financial Field Values (Smaller) Subtotal Gratuity Service Charge Tax

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**.

Kitchen Detail Chef's Copy Edit Header Contract with Staffing Client Event Date Telephone Fax Event 4 Contract - (Narrative) Address Booking Contact Site Contact Guests BEO Dual Column Contract Party Name Sales Executive Theme Category Custom Print Edit Top Notes Site Address None Site None Offsite Contract Site Name Site Address None Offsite Contract Site Name Site Address None Foronat Edit Top Notes Staffing Requirements Serving None Comments Comments Ingredients Staffing Requirements Staffing Requirements	
Contract - (Narrative) Interim Liverin Date Telephone rax Even of the phone BEO Dual Column Contract Booking Contact Site Contact Guests Custom Print Edit Top Notes Sales Executive Theme Category Contract en Francais Edit Top Notes Site Locations Site Locations Offsite Contract Site Name Site Address None Edit Top Notes Start End Serving None Edit Top Notes Start End Serving None Edit Top Notes Start End Serving None Format Item Name Price Qty Total Staffing Requirements Comments Comments Comments	
BEO Dual Column Contract Party Name Sales Executive Theme Category Custom Print Edit Top Notes Suppress Show Allergy Contrat en Francais Site Name Site Address None Offsite Contract Site Name Site Address None Edit Top Notes Site Address None Description Type Start End Food & Beverage Equipment/Miscellaneous Format Item Name Price Qty Staffing Requirements Comments	
Dual Column Contract Party Name Sales Executive Theme Category Custom Print Edit Top Notes * Suppress Show Allergy Contract en Francais Site Name Site Address None Site Name Site Address None Description Type Start End Serving None Room Setup Style Format Item Name Price Qty Comments Comments Comments	
Custom Print Edit Top Notes * Suppress Show Allergy Contrat en Francais Site Locations Site Locations Offsite Contract Site Name Site Address None Edit Top Notes * Suppress Item Site Locations Site Locations Offsite Contract Site Name Site Address None Edit Top Notes * Suppress Item Name Venue Description Type Start End Serving None Format Item Name Price Qty Total Comments	
Contract en Francais Offsite Contract Site Name Site Address None Venue Description Type Start End Serving None Room Setup Styl Ford & Beverage Format Item Name Price Qty Total Staffing Requirements Comments	lerts
Site Name Site Address None Venue Description Type Start End Serving None Room Setup Styl Food & Beverage Item Name Price Qty Total Staffing Requirements Comments	-
Description Type Start End Serving None Room Setup Style Food & Beverage V Equipment/Miscellaneous Format Item Name Price Qty Total	- 1
Description Type Start End Serving None Room Setup Style Food & Beverage V Equipment/Miscellaneous Format Item Name Price Qty Total	
Food & Beverage Equipment/Miscellaneous Format Item Name Price Qty Total Staffing Requirements Comments	
Format Item Name Price Qty Total Staffing Requirements Comments	7
Staffing Requirements Comments	
Comments	
	v
Ingredients	
	v
Notes	
Event Timeline Suppress Event Timeline Notes	
Billing Information	
Subtotal Paid Pay Method Card Number (Hidde	

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

Customizing the Menu Section

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.

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 Filter	\times
Filter Options	
Exclude Items Without Quantities	
Туре	
equals 🔻 Food;Beverage	•
Category	
equals 🔻 All selected	-
Prep Area	
equals 🔻 All selected	•
Canc	el

- 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.). <i>Note: This is the standard preference for customer prints.</i>
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.
Туре	Shows whether each menu item is a Food, Beverage, Liquor, Equipment, Labor, Room or Other item. <i>Note: Tax and service charge rates for each Type may be different.</i>
Time	Shows an optional time you may have associated with each menu item.
Unit	Prints the unit of purchase for the menu item; e.g., "By Case," "Box," etc.
Prep Area	Indicates the area or personnel responsible for preparing the menu item; e.g., "Kitchen," Bar," Cold Prep."
Comment	Prints the Comments you have added pertaining to the food/service item. <i>Note: Comments can be added as quickpick items which you can customize.</i>
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.
Cost	Prints the cost (to you) for each menu item. <i>Note: Obviously, you would not want this detail to appear on customer prints.</i>
Qty	Prints the quantity of each menu item ordered for the event.
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 Food/Service 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.

Layouts *										🥵 Go To	- 4/	4/2018 +	- 53	
vents		Event Details												
ustom: 🎆 Views 🔻 🍸 Filters 🕶		Client	Sunset T					٩	Subtotal			-	294.50 C	2
Client	Event Date 🛛 🔺 📍	Address	1600 Thir Naples, F						Serv Chg Tax				\$47.12 \$20.62	
NACM	12/18/2017 (Mon)	Telephone	(239) 261						Total				362.24	
Opportunity Workshop	12/21/2017 (Thu)	Email	info@su		n				Cost Per Gues	at			\$16.89	
Solid Rock Church - Womens Retrea	12/22/2017 (Fri)		-											
MSUS/PALS	12/23/2017 (Sat)	🖽 Event 🛛 🖽	Sub-Event											
Polaris Industries	12/24/2017 (Sun)	-												
Naples Dental Assoc.	12/24/2017 (Sun)	Description	Luncheon Served	0	* Item Name					Price	Qt	y Total	12	
Softball Tournament	12/25/2017 (Mon)	Date	5/6/2018 (Sun)	•	Deli Plate					\$7.25	20	\$145.00	17	
CAM/USON Company	12/30/2017 (Sat)	Start	12:00 PM	Q	Caesar Salad					\$4.95	20	0 \$99.00	17	
Wiggins, Goodlette & Davis P.A	12/31/2017 (Sun)	End	01:00 PM		Mineral Wate	r				\$1.25	10			
Microtech Hearing Inst.	12/31/2017 (Sun)	Setup Style			Soft Drinks					\$1.00	18	s \$18.00	₽ =	
Sunset Technologies	3/9/2018 (Fri)	Room		ER.	Served on Ce	nter Buffet				1		\$0.00		
Ladtech	3/19/2018 (Mon)						X	Cut		Ctrl+X				
Diebold Company	3/24/2018 (Sat)			-(ġ)			A	Сору		Ctrl+C			r,	
Ladtech	3/28/2018 (Wed)						ĥ	Paste		Ctrl+V			**	
Naples Dental Assoc.	4/8/2018 (Sun)			Ă				Paste		Cui+v				
Natasha White	4/15/2018 (Sun)						\mathbb{M}	Undo		Ctrl+Z				
Wiggins, Goodlette & Davis P.A	4/15/2018 (Sun)			***			-	Dage R	reak (on prints)					
David Ames & Associates	4/15/2018 (Sun)			1				-						
Diebold Company	4/16/2018 (Mon)				Description	Served o		Clear C	olumn Sorting					
Greg's Soccer Team	4/19/2018 (Thu)				Instructions			Special	Editing	+ E	ñ	Copy (All Items)		
Naples Dental Assoc.	4/22/2018 (Sun)								2		ñ	Copy Selected It		
Acoustics Associates	4/26/2018 (Thu)				Label			Spellin	g lools					
Sunset Technologies	5/6/2018 (Sun)				Notes			New Fo	od/Service Win	dow	EEQ.	Paste (All Copied	l Items)	
	E (7/2010 (h.4)				Modifications							Copy To Menu	/anager.	
(Event Date is next 14 days)	Customize												-	
Enter text to search Fir	nd Clear				Picture						~	Hide/Unhide Ite		
Enter text to search	Clear										\checkmark	Default Descripti	on From	Nan
44 4 47 of 66 ▶ ▶ ▶ ₩ * '*		∺	h hM	13	Food/Service S	taffing Con	nment	ts			æ	Link/Unlink Qty		~

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.

		/pe •	Tools	• 🔊 Previe									25
Invoice Invoice Detailed	FI-									In-Ho	ouse B	EO	
Contract		$1 \vee$	0	15									
	CAT	ERIN	NG + E	VENTS									
Proposal Kitchen Detail													
Chef's Copy	Supp	ress H	ander							E	dit Heade	er 3	
Contract with Staffing	supp	iess i i								_	antificaut		
Contract - (Narrative)		Client/Organization Event											-
BEO				y Name					Event				-
Dual Column Contract				ldress					Guest Booking C				-
Custom Print	Telephone Booking C Fax Site Cor										-		
Contrat en Français	Sales Rep Theme								-				
Offsite Contract									mem	-			_
onsite contract	Edit To	op Not	es 🔻	Suppress						i∕ Sh	ow Allerg	gy Alert	s
						SITE INF	FO						
	Site Nan	ne		Site	Addre	ss			None				
						ROOM IN	NFO						
	Descript	ion	Start	Serving	Bar	End	ł	None	Room		Guests		
		FOOD/SERVICE ITEMS								2	7		
	Format	Desc	ription;Mo	difications		None	No	ne	None	None	Qty	/	
									Group By	None		L	
						In second State						_	
	Ingredients												
		Event Staffing									_ 🖂		
						COMMEN	NTS						

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.

Print Designer								>		
) 🗢 📲 🔫 💭	🎧 Print Type 🔻 🄨 Tools	Pre	view							
Invoice Invoice Detailed Contract Proposal	FIAVE CATERING + E)		Sa	lles /Cat	ering Contrac	t		
Kitchen Detail Chef's Copy	Suppress Header						Edit Header	Ŧ		
- Contract with Staffing	Client		Event Da	ite	Telephone	Fax	Event #			
Contract - (Narrative)	Address				Booking Contact	Site Conta	ct Guests			
BEO	Party Name		Sales Exe	cutive	Theme	Category	i			
Dual Column Contract Custom Print	Edit Top Notes 🔻	Suppress					Show Allergy Aler	ts		
Contrat en Francais				Site Lo	cations					
Offsite Contract	Site Name		ite Addre	<c< td=""><td></td><td>None</td><td></td><td></td></c<>		None				
		Venue								
	Description Type	Start	End		erving None	Room	Setup Style			
	Food & Beverage V Equipment/Miscellaneous									
	Format Item Name				Price	Qty	Total			
			Staf	fing Re	quirements			\checkmark		
				Comr	ments					
				Ingree	dients			\checkmark		
				No	tes					
	Event Timeline				Suppress Event	Timeline N	otes			
	Billing Information	Billing Information								
	Subtotal Paid Pay Method Card Number (Hidden)									
	Tax Balance Card Type Expires									
	Service Charge Total Value	None None			Card Holder Signature	Non				
	Payments Made									
	Payment Pmt Date	Pmt	viethod	None	None	None	None			
	Edit Bottom Notes 🔻] Suppress			P	rint Type	Contract			
	Edit Footer 🔻	Suppress	Time	& Page	e Counts T	ranslate To	None			
Contract 3										

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 customer 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 Num- ber (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.

Suppressing Billing Information

If you do not want any billing information at all to appear on your print (if, for example, you are creating a backof-house print for your kitchen or setup staff), you can suppress this entire area.

- On any print in your Print Designer, click into the checkbox labeled Suppress Billing Information, located to the right of the Billing Information section.
 Note: To identify a checkbox, float your mouse pointer over it prior to clicking.
 Result: With the checkbox checked, this area of the print will be suppressed.
- Click into the checkboxes labeled Suppress Financial Breakdown, Suppress Miscellaneous Charges/Discounts, and Suppress Deposit Due Schedule.
 Perufer The Difference of the perufer section will not print.

Result: The Billing	Information section	on will not print.
---------------------	---------------------	--------------------

Paid	Pay Method	Card Number (Hidden)	
Balance	Card Type	Expires	
None	Card Holder	None	
None	Signature	None	
	Balance None	Paid Pay Method Balance Card Type None Card Holder	Paid Pay Method Card Number (Hidden) Balance Card Type Expires None Card Holder None

Showing the Financial Breakdown

Each of your event prints can optionally show a breakdown of a party's finances — separating money based on the type of items ordered. Categories in this breakdown include Food, Beverage, Liquor, Equipment, Labor, Room, and Other fees. Subtotals, taxes, service charges, and totals will be printed for each category, as well as grand totals for the whole event.

 On any print in your Print Designer, verify there is no check in the checkbox labeled Suppress Financial Breakdown, located beneath the Suppress Billing Information checkbox. Note: To identify a checkbox, float your mouse pointer over it.

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$6,604.88	\$127.22	\$0.00	\$70.00	\$0.00	\$100.00	\$0.00	\$6,902.10
Service Charge	\$1,188.88	\$22.90	\$0.00	\$9.00	\$0.00	\$18.00	\$0.00	\$1,238.78
Taxes	\$544.91	\$10.50	\$0.00	\$5.78	\$0.00	\$8.25	\$0.00	\$569.44
Total	\$8,338.67	\$160.62	\$0.00	\$84.78	\$0.00	\$12625	\$0.00	\$8,710.32
						Paid		\$2,000.00
						Balance		\$6,710.32

Click into the checkbox to add or remove a check mark.
 Result: If the box is checked, the Financial Breakdown section will not print; if there is no check mark, the Financial Breakdown section will appear on the print.

Showing Tax/Service Charge Percentages

If you're showing billing information on a print, you are likely including totals for the tax and service charge of an event. Perhaps, in addition to these totals, you want to specify what the tax and service charge percentages are.

- On any print in your Print Designer, click into the checkbox labeled Show Tax & Service Charge Percentages, located beneath the Suppress Financial Breakdown checkbox. 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 checked, this area of the print will be shown on the print; if there is no check mark, this section will not display on the print.

Subtotal	\$3,971.00 Paid	\$500.00	Pay Method	Credit Card	Card Number	
Tax	\$277.97 Balance	\$4,345.77	Card Type		Expires	
Service Charge	\$596.80		Card Holder			
Total Value	\$4,845.77		Signature			

Showing/Suppressing Miscellaneous Charges and Discounts

While most of the time an item needs to appear on the Food/Service tab in Event Manager to affect an event financially, there are a couple of exceptions to this rule, such as the <u>Room Charge</u> and <u>Delivery Charge</u> fields. If you have entered charges into either of these fields, they will affect the total charges of the event and will appear on your print in a special area for miscellaneous charges. Additionally, if you use the Event Discounts tool in Event Manager to discount an event, that information will appear in the same special print area. This area, as with most areas in your event prints, can optionally be suppressed. This option is not available on Print Layout 6, and is not available at all in the Express version of the program.

 On any print in your Print Designer, click into the checkbox labeled Suppress Miscellaneous Charges/Discounts, located beneath the Show Tax & Service Charge Percentages checkbox. Note: To identify a checkbox, float your mouse pointer over it prior to clicking. 2. Click into the checkbox to add or remove a check mark.

Result: With the checkbox checked, this area of the print will be suppressed (hidden); if there is no check mark, this section will appear on the print.



	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Tota
Subtotal	\$2,605.50	\$585.00	\$0.00	\$241.00	\$0.00	\$250.00	\$0.00	\$3,681.50
Service Charge	\$416.88	\$93.60	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$550.48
Taxes	\$182.39	\$40.95	\$0.00	\$16.87	\$0.00	\$17.50	\$0.00	\$257.71
Total	\$3,204.77	\$719.55	\$0.00	\$257.87	\$0.00	\$307.50	\$0.00	\$4,489.69
						Paid		\$500.0
						Balance		\$3,989.6

Showing Deposits Due

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

Showing Payment Information on an Event Print

You may want to include information on your print about payments you have already received. Payments represent money you have received (whereas deposits, discussed in the next unit, represent money that will be due at some point in the future).

- 1. Click the **Setup** sidebar group on the left-hand side of your Caterease screen.
- 2. Click the **Print Designer** button. *Result:* The Print Designer window opens.
- 3. Click on a title, such as **Contract**, from the prints panel on the left-hand side of your Print Designer.

- 4. Click into the section heading labeled **Payments Made** and optionally type a new heading as desired.
- 5. Verify the **Suppress Payments** checkbox, located to the right of the **Payments Made** section, is not checked.
- 6. Click the down arrow to the right of the first field, and select a field to appear (or select **None**).
- 7. Repeat Step 6 for other fields in the section. *Result:* With the checkbox unchecked, this section will appear on the print.

Payments Made						
Payment	Date	Method	Expires	Approval	Card Holder	Card Number
\$500.00	8/21/2015	Credit Card	01-2019		John Smith	***** 2949

See the following table for a description of the available payment fields.

Available Payment Fields

Field	Description
Payment	Prints the payment amount for the event.
Pmt Date	Prints the date of each payment made for the event.
Pmt Method	Prints the method of each payment.
Pmt Card Type	Prints the credit card type, if applicable, used for each payment.
Pmt Card Number (Hidden)	Prints the last four digits of the credit card, if applicable, used for each payment.
Pmt Card Holder	Prints the name of the credit card holder, if applicable, for each pay- ment.
Pmt Expires	Prints the expiration date of the credit card.
Pmt Approval	Prints the authorization details from the credit card company, if applic- able.
Pmt Rev Code	Prints an optional revenue code you may have entered for each payment (often used for in-house tracking).
Pmt Acct Code	Prints an optional account code you may have entered for each payment (often used for in-house tracking or for interfaces with third-party accounting packages).
Pmt Check #	Prints the check number, if the payment type is Check.
Pmt Check Date	Prints the date the check was written, if the payment type is Check.
Pmt Category	Prints the payment category, e.g, Scheduled Payment.
None	Choose this option if you do not want anything to appear in one of these fields on the print.

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	×
Cipboard	Segoe Ul Light 10 A A IE IE IE IE B I U B I E IE IE IE III Format Format Format Insert Scratch Pad	
additional setup on	tion fee will be incurred for any cancellation within <u>7 days</u> of event. A <u>\$100.00</u> fee will be incurred for ai the day of the event. I have read the above contract and agree to the terms and conditions as well as a ns 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.

œ	Footer		A D	×
Paste Cut Clipboard		nsert Scratch Pad	1	
P On-Site Chef	Required			
Hyperlink:	Height: 0.5 🚔 Inch(es)		<u>C</u> I	ose

Customizing Languages

- 1. Close your Print Designer, if it is open.
- 2. Click the Administration ribbon tab, and then choose **Options > Language Translations**.
- 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.
- 4. Repeat step 3 as desired.

					1			₩-
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						
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					

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 <u>Custom Translation</u> field.

😉 Customize Names		×
		🤣 Reset Names
Client/Organization	Client	
Party Name	Party Name	
Sales Representative Coordinator	Sales Rep	
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	
	<u>O</u> K	<u>C</u> ancel

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

Account # Account # # de cuenta Compte # Kontozahl Número da conta Número da conta Act Act Clave de cuenta Code de compte Kontozahl Código da conta Convidados presentes Image and transformation an	E	- C-b	Spanish	French	German	Italian	Destaura	Russian	
Acct CodeClave de cuentaCode de compteKontocodeCódigo da contaCódigo da contaCodigo da contaCod	-	-					Portuguese	Russian	
ActActActoDescriptionDescriptionDescriptionDescriptionDescriptionAct GuestsAct GuestsInvitados realesCouverts serviseigentliche GästeConvidados presentesImAddressCity, St ZipDirecciónAdresseAdresseEndereçoEndereçoImAdjustedIa AgiustedIa AgiustedIa AgiustedAdresseEndereçoAgiutadoAjutadoAgreedIa AgreedAprovaZustimmungAprovaçãoAprovaçãoImApprovalApprovalAprobaciónAporuveZustimmungAprovaçãoAprovaçãoArrivalArrivalLlegadaArrivéeAnkunftChegadaChegadaImat a flat rate ofet an hourly rate ofEn una tarifa uniforme deImImImImBalanceBalanceBalanceBalanceBalancierenequilibrioEndereço de cobrançaImBilling AddressDirección facturadaAfresse afacturerAdresse berechnetEndereço de cobrançaEndereço de cobrançaImBilling ClientGlient facturadoClient a facturerKunde berechnetEliente de cobrançaImImBooking CellCelular de ReservarionReserve leReservaria municasing für Reservieru forta de cobrançaImImBooking ContactBooking FmailEmail de ReservaciónImImImImImBooking FmailBooking FmailEmail de ReservaciónImImIm <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>									
Act GuestsInvitados realesCouverts serviseigentliche GästeConvidados presentesConvidados presentes </td <td></td> <td></td> <td></td> <td>Code de compte</td> <td>Kontocode</td> <td>Codigo da conta</td> <td>Codigo da conta</td> <td></td> <td>_</td>				Code de compte	Kontocode	Codigo da conta	Codigo da conta		_
AddressCity, St ZipDirecciónAdresseAdresseEndereçoEndereçoEndereçoAdjustedIa AdjustedIa AdjustedAdresseAdresseAdresseAjustadoAjustadoIaAdultsMembersIa AgreedIa AgreedIa AgroavAprovavAcordadoAcordadoAApprovalAprovalAprobaciónAprouveZustimmungAprovaçãoAprovaçãoAAtrivalLlegadaArrivéeAhunftChegadaIat a flat rate ofEn una tarifa unforme deIIIBalanceBalanceBalanceBalanceBalanceBalanceBalanceBalanceBalanceBalanceBalanceIBilling AddressDirección facturadaAdresse a facturerAdresse berechnetEldereço de cobrançaEldereço de cobrançaIBlockedBooking CellCleint a facturadoCleint a facturerKunde berechnetElderec de cobrançaIBooking CellCollad de ReservarionReserve leReserviet una faisgi für ReservieunContato de reservaIBooking FaxBooking FaxiFax de ReservaciónIIIIIBooking TellTelfono de ReservaciónIIIIIBooking FaxFax de ReservaciónIIIIIIBooking FaxFax de ReservaciónIIIIIIIBooking TellCuldno de tarjetaTulaire				c	the second second	0	0		
AdjustedIa AdjustedIa AdjustedJuntadoAjustadoAjustadoAjustadoAdjultsdMembers<									
Adults Members Image: Constraint of the servado Advision Advisi		20 D		Adresse	Adresse				_
Agreed Agreed la Agreed a Agreed Acrival Acrival Approval			la Adjusted			Ajustado	Ajustado		_
Approval Approval Aprobación Approval Approval Aprovação A			1.4.1						
Arrival Arrival Llegada Arrivée Ankunft Chegada Chegada Arrivál at a flat trate of at an houtyr rate of at an houtyrat of at an houtyr rate an houtyr rate of at an hou									_
ta fait rate of at a flat rate of En una tarifa uniforme de la natarifa uniforme de la fait rate of En una tarifa uniforme de la construit de		·				1 A			
at an hourly rate of Balance at an hourly rate of Balance En una tarifa horaria de Balance Balance Balance Balance equilibrio Indextop Indextop Balance Balance Balance Balance Balance equilibrio Indextop Indextop<			-	Arrivee	Ankunft	Chegada	Chegada		
Balance Balance Balance Balance Balance balancieren equilibrio Intervent Personal Berenge Beverage Bebida Boisson Getraink Bebidas Bebidas Bebidas Bebidas Beidas Enderço de cobrança Enderço de cobrança Enterço de cobrança Enterço de cobrança Elected cobrança Bioqueado Bookad Bookad Bookad Bookad Reservaro n Reservater auf Bioqueado Bookad Reservado Reservado Intervado									
Beverage Bevidas Bebidas Boisson Getränk Bebidas <		· · · · · · · · · · · · · · · · · · ·							
Billing Address Billing Address Dirección facturada Adresse a facturer Adresse berechnet Endereço de cobrança Client de cobrança Endereço de cobrança Endereço de cobrança Client de cobrança Endereço de cobrança Client de cobrança Endereço de cobrança Client de cobrança Endereço de cobrança									
Billing Client Client facturado Client a facturer Kunde berechnet Cliente de cobrança Cliente de cobrança Cliente de cobrança Descrita Blocked Blocked Bloqueado									
Blocked Bloqueado Bloqueado <thb< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></thb<>									
Booked Booked Reservar on Reserve le Reservat of Reservado Reservado <th< td=""><td>-</td><td></td><td></td><td>Client a facturer</td><td>Kunde berechnet</td><td></td><td>-</td><td></td><td></td></th<>	-			Client a facturer	Kunde berechnet		-		
Booking Cell Booking Cell Celular de Reservación zuverlässig für Reservierun Contato de reserva Contat									
Booking Contact Beoking Contact Responsable de la reserva reserve par zuverlässig für Reservierun Long für Reservierun Booking Fax Contato de reserva Reservación Contato de reserva Booking Fax Booking Tel Fax de Reservación -				Reserve le	Reserviert auf	Reservado	Reservado		
Booking Email Booking Email Email de Reservación Marce	-								
Booking Fax Booking Fax Fax de Reservación Fax de Reservación <td>-</td> <td></td> <td></td> <td>reserve par</td> <td>zuverlässig für Reservierun</td> <td>Contato de reserva</td> <td>Contato de reserva</td> <td></td> <td></td>	-			reserve par	zuverlässig für Reservierun	Contato de reserva	Contato de reserva		
Booking Tel Telefono de Reservación Endefono de Reservación de Reservación Endefono de Reservación de Reservacin de Reservación de Reservacin de Reservación de Reservac	-	2							
Card Holder Card Holder Titular de tarjeta Titulaire Kartehalter Nome do cartão Nome do cartão Card Number Card Number Card Number Número de tarjeta Numero Kartenummer Número do cartão Número do cartão			Fax de Reservación						
Card Number Card Numero de Carjeta Numero Kartenummer Número do cartão Número do cartão			Telefono de Reservación						
	Holder Car	rd Holder	Titular de tarjeta	Titulaire	Kartehalter	Nome do cartão	Nome do cartão		
Card Type Card Type Tipo de la tarieta Type de carte Karteart Tipo de cartão Tipo de cartão	Number Car	rd Number	Número de tarjeta	Numero	Kartenummer	Número do cartão	Número do cartão		
	20 C	21	Tipo de la tarjeta	Type de carte	Karteart	Tipo de cartão	Tipo de cartão		
Categoria Location Categoria Categoria Categoria Categoria Categoria	gory Loc	cation	Categoría	Categorie	Kategorie	Categoria	Categoria		

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	
	Format Iter	n Name				Price	Q	ty	Total		
					-						
				Staffing	Requ	uirements				~	
				Co	omme	ents					
	Ingredients									~	
										*	
	Notes										
	Event Timeline	Event Timeline Suppress Event Timeline Notes									
	Billing Informa	Billing Information									
	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	
		Payments Made								\checkmark	
	Payment	Pmt Date	Pmt M	ethod Nor	e	None	Non	e	None		
	Edit Bottom Notes V Suppress Print Type Contract V							* N			
	Edit Footer V Suppress Time & Page Counts Translate To										

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 in Print Designer or Miscellaneous Print Designer

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 A	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 food/service 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
	<u>O</u> K <u>C</u> ancel

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						22
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 the Header (All Prints) Editing Top 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	Setup	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 the Header of a Print (All Prints)

In the Miscellaneous 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.

- 48 -

æ		Header		
Paste Sundo Clipboard	Arial		Tools Insert S Tools	Checklist
Hyperlink:				<u>C</u> lose

2. **[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.
- 4. [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, 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 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 and be sent to the designated web address.

Editing Top 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 Clipboard	Times New Roman Image: Im	
n		
		<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	-	10 👻	
Financial Fields (Smaller):	Times New Roman	•	8 🔻	
	Food/Servio			
Field Caption & Field Va	lues	Financial Field Value	s (Smaller)	
Crow Wedding Red	rention	Subtotal Gratuity		100.00
		Service Charge		10.00
		Tax		7.00
		Total		132.00
			<u>О</u> К	<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 (Production Sheet, Fancy Menu)

1. In the Production Sheet or Fancy Menu 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			Produ	ction Sh	ee
Other Items	Title Pro	duction Sheet			[Suppress Hea	der Edit H	eade
Staffing Staffing For Event Employee Sign-In	Client/Org Address	anization	Event Date	Booking Telephor		Site Contact Theme	Event # Guests	[
Sheet	Party Nam	e	Theme	Category	,	Sales Rep		
Ingredients	Edit Top	Notes Suppress						
Ingredients Worksheet	Format	ltem Name	5	Jnit	Category	/ Item ID	Туре	
Required Item List Production Sheet Event Costing Summary Service Order Event Timeline			en	ts		Show Direction: Show Notes Show Checkboy	-	
Menu Prep Sheet		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, between parentheses, 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 preparation 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 centered 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).

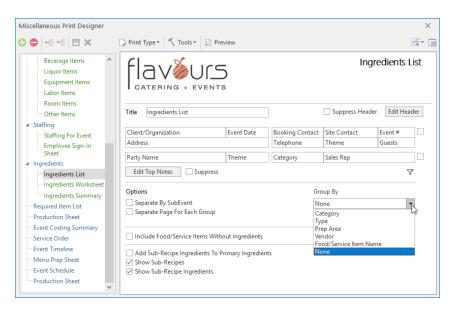
- Comment Shows any custom comment that was typed in for each item.
- Vendor

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 (Ingredients List)

 In the Ingredients List (Ingredients > Ingredients List) or Required Items List print, locate the Group By section toward the bottom of the window.



2. Click the down arrow under **Group By** to separate items on the print based on their "Category," "Vendor," etc.

Setting Special Print Options (Production Sheet, Vendor List)

1. In the left pane of the Miscellaneous Print Designer window, select the Production Sheet or 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 <u>Comment</u> 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 (Vendor List Only) Excludes any menu items from the print that do not have vendors assigned to them.

Miscellaneous Print Designer								×
✿ ● ►= ►= 💾 🗙	🍃 Print Type	🔹 🔨 Tools 🔹 🔎 Pre	view					₩ • @
Event Checklist Event Deliveries Event Payments Event Deposits Event Recipes						Ve	ndor I	
— Fancy Menu ▶ — Details ▶ — Staffing ▲ = Ingredients	Client/Orga Address		Event Date	Booking Co Telephone		Site Contact	Event # Guests	
Ingredients List Ingredients Worksheet Ingredients Summary Required Item List	Party Name Edit Top Edit Bottor	Notes Suppress	Theme	Category		Sales Rep		
Production Sheet Event Costing Summary	Format	Item Name		Unit C	ategon	y Item ID	Туре	
Vendor List Event Timeline Menu Prep Sheet Event Schedule Production Sheet		Show Food/Servic	e Item Comme	nts		New Page For Eacl Exclude Unassigne		

Unit 7: Print Designer Layouts



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.

Client Ladtech			ent Date 9/2018 (Fri)		ephone 2) 415-1252	Fax (612) 415-	1090	Event # E00454
Address		37	//2010 (11)		oking Contact	Site Conta		Guests
6100 Pine Ridge Ro	bad			Bill	Depisa	Bill Depis	а	30 (Pln)
Pricing based on guaranteed gues								
<u>Venue</u>	Tune	Start	End	Con	ing	Room		Cotup Ctulo
Description Lunch Buffet	Type On-Premise	12:00 pm	1:00 pm	Serv	0 pm	Sand		Setup Style Banquet
Food/Service Items		12.00 pm	1.00 pm	12.0	0 pm	Sanu		Banquet
Food/Service Items	-					Price	Qty	т
All-American Buf						\$10.25	30	\$307
Soft Drinks						\$1.25	27	\$33
Comments								
				ch				
		or meeting fo		ch.				
Venue								
Description	Туре	Start	End	Serv	ing	Room		Setup Style
	Type On-Premise			Serv	ing	Room Sand		Setup Style Classroom
Description Meeting Food/Service Items Food/Service Items	Type On-Premise S	Start	End	Serv	ing	Sand Price	Oty	Classroom
Description Meeting Food/Service Items Food/Service Items Wireless Microph	Type On-Premise S	Start	End	Serv	ing	Sand Price \$70.00	1	Classroom T \$70
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M	Type On-Premise <u>s</u> none arkers	Start	End	Serv	ing	Sand Price \$70.00 \$20.00	1	Classroom T \$70 \$20
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screen	Type On-Premise <u>s</u> none arkers	Start	End	Serv	ing	Sand Price \$70.00	1	Classroom T \$70
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screen <u>Comments</u>	Type On-Premise <u>s</u> none arkers	Start 1:00 pm	End 4:00 pm	Serv	ing	Sand Price \$70.00 \$20.00	1	Classroom T \$70 \$20
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screen <u>Comments</u>	Type On-Premise s none arkers	Start 1:00 pm	End 4:00 pm	Serv	ing	Sand Price \$70.00 \$20.00	1	Classroom T \$70 \$20
Description Meeting Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive	Type On-Premise S none arkers n e an hour early w \$441.25 Pake	Start 1:00 pm with projector	End 4:00 pm for setup. \$0.00	Serv NA	Credit Card	Sand Price \$70.00 \$20.00 \$10.00	1 1 1 umber	Classroom T \$70 \$20 \$10
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive	Type On-Premise S none arkers a e an hour early w \$441.25 Pak \$30.89 Bak	Start 1:00 pm with projector	End 4:00 pm for setup. \$0.00	Serv NA Pay Method Card Type	Credit Card Visa	Sand Price \$70.00 \$20.00 \$10.00	1 1 1 umber	Classroom T \$70 \$20 \$10
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive Subtotal Tax Service Charge	Type On-Premise S none arkers a an hour early w \$441.25 Pak \$30.89 Balk \$54.60	Start 1:00 pm with projector	End 4:00 pm for setup. \$0.00	Serv NA	Credit Card	Sand Price \$70.00 \$20.00 \$10.00	1 1 1 umber	Classroom T \$70 \$20 \$10
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive	Type On-Premise S none arkers a e an hour early w \$441.25 Pak \$30.89 Bak	Start 1:00 pm with projector	End 4:00 pm for setup. \$0.00	Serv NA Pay Method Card Type	Credit Card Visa	Sand Price \$70.00 \$20.00 \$10.00	1 1 1 umber	Classroom T \$70 \$20 \$10
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive Subtotal Tax Service Charge Total Value A \$200.00 cancel	Type On-Premise S anone arkers a e an hour early w \$441.25 Pak \$30.89 Bak \$54.60 \$526.74 llation fee will be	Start 1:00 pm with projector ance e incurred for a	End 4:00 pm for setup. \$0.00 \$526.74 any cancella	Pay Method Card Type Card Holder Signature	Credit Card Visa Bill Depisa	Sand Price \$70.00 \$20.00 \$10.00 Card N Expires I have read t	1 1 1 umber	Classroom T \$70 \$20 \$10 *** 4352 03-2023 //e contract and ag
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive Subtotal Tax Service Charge Total Value A \$200.00 cancel	Type On-Premise S anone arkers arkers a an hour early w \$441.25 \$ a \$30.89 Bat \$54.60 \$526.74 Ilation fee will be nditions as well	Start 1:00 pm with projector ance e incurred for a as any terms a	End 4:00 pm for setup. \$0.00 \$526.74 any cancella and condition	Pay Method Card Type Card Holder Signature	Credit Card Visa Bill Depisa	Sand Price \$70.00 \$20.00 \$10.00 Card N Expires I have read t um's which I r	1 1 1 umber	Classroom T \$70 \$20 \$10 *** 4352 03-2023 //e contract and ag
Description Meeting Food/Service Items Food/Service Items Wireless Microph Flip Chart with M Projection Screer <u>Comments</u> Client will arrive Subtotal Tax Service Charge Total Value A \$200.00 cancel the terms and co	Type On-Premise S none arkers a e an hour early v \$441.25 Pate \$30.89 Bate \$54.60 \$526.74 Ulation fee will be nditions as well	Start 1:00 pm with projector ance e incurred for a as any terms a	End 4:00 pm for setup. \$0.00 \$526.74 and condition	Pay Method Card Type Card Holder Signature	Credit Card Visa Bill Depisa 1 <u>7 days</u> of event. contract addende	Sand Price \$70.00 \$20.00 \$10.00 Card N Explose I have read t um's which I r	1 1 1 umber	Classroom T \$70 \$20 \$10 *** 4352 03-2023 //e contract and ag

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	phone		ent Date 9/2018 (Fri)			Client Ladtech
	Gue	ct	(612) 415-1 Site Contac) 415-1252 king Contact	Bo	9/2018 (FII)	3		Address
	nges to the	ny char			<u>27</u> . Estim			he minimum gı	6100 Pine Ridge Ro Pricing based on guaranteed gues
	Setup Styl		Room		Serv	End	Start		Venue Description
-	Banquet		Sand	0		1:00 pm	12:00 pm	Type On-Premise	Lunch Buffet
Tot		Otv	Price						Food/Service Items
\$307.5		Qty 30	\$10.25					et	All-American Buf
\$33.7		27	\$1.25						Soft Drinks
					ch.	llowing lun	or meeting f	to sand room fo	<u>Comments</u> Group to move
									Venue
yle	Setup Sty		Room	g	Serv	End	Start	Туре	Description
om	Classroo		Sand		NA NA	4:00 pm	1:00 pm	On-Premise	Meeting
Tol		Qty	Price						Food/Service Items
\$70.0		1	\$70.00					one	Wireless Microph
\$20.0		1	\$20.00					rkers	Flip Chart with M
\$10.0		1	\$10.00						Projection Screer
						for setup.	with projecto	an hour early w	<u>Comments</u> Client will arrive
		umbor	Card N	Credit Card	Pay Method	\$0.00	b	\$441.25 Paic	Subtotal
	*** 4352	umbei			Card Type	\$526.74	ance	\$30.89 Bala	Тах
	*** 4352 03-2023		Expires	Visa					
			Expires	Visa Bill Depisa	Card Holder			\$54.60	Service Charge
	03-2023			Bill Depisa	Signature			\$526.74	Total Value
and agre	03-2023 re contract	ne abov	have read th	Bill Depisa	Signature ation withir			\$526.74 ation fee will be	-
; and agr	03-2023 re contract	ne abov	have read th m's which I m	Bill Depisa	Signature ation withir	and condition	as any terms	\$526.74 ation fee will be iditions as well a	Total Value A <u>\$200.00</u> cancel

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.).

fla CATE	RING +					Lá	ayout 2 (I	Lineo
Т	Address 6100 P elephone (612) 4	rly Sales Meeting ine Ridge Road 15-1252 15-1090	I		Event Date Event # Guests Booking Contact Site Contact Theme	E00454 30 (Pln)		
					ed cost per guest i he event date/time			apply.
				Venue				
Description	Туре	Start	End	Serving		Room	Setup S	-
Lunch Buffet	On-Premise	12:00 pm	1:00 pm	12:00 pn	ı	Sand	Banque	
Meeting	On-Premise	1:00 pm	4:00 pm	NA pod/Service Ite	mc	Sand	Classro	UIII
Food/Service Item	IS		F	Jour service ite	ms	Price	Qty	Т
Lunch Buffet - 3/9								
All-American Bu Soft Drinks	ffet					\$10.25 \$1.25	30 27	\$307 \$33
Meeting - 3/9/20	18 - 1:00 pm							
Wireless Microp	hone					\$70.00	1	\$70
Flip Chart with N						\$20.00	1	\$20
Projection Scree	n					\$10.00	1	\$10
Lunch Buffet - 3/9 Group to move Meeting - 3/9/20	e to sand room f	or meeting follo	owing lunch	Comments				
-	e an hour early v	vith projector fo	or setup.					
Subtotal	\$441.25 F			Pay Method	Credit Card	Card Num		
Tax Service Charge	\$30.89 E	Balance	\$526.74	Card Type	Visa Bill Domina	Expires	03-2023	
Service Charge Total Value	\$54.60 \$526.74			Card Holder Signature	Bill Depisa			
A <u>\$200.00</u> can the terms and	cellation fee will	ell as any terms	and conditi	ation within <u>7</u> ons on any co	days of event. The ontract addendum			and agre
				L	oate:			
2/9/2018 - 3:48:0	04 PM							Page 1

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 F			Event Date		Telephone		Fax			Event #
			3/9/2018 (Fri)		(612) 415-1		(612) 415-1			E00454
	Road				Booking Co Bill Depisa	ntact	Site Contac Bill Depisa			Guests 30 (Pln)
Pricing based or guaranteed gue		•	•							
Description	Туре	Start	End	Ver Se	nue erving		Room		Setu	ıp Style
Lunch Buffet	On-Premise	12:00 pm	1:00 pm		2:00 pm		Sand			quet
Meeting	On-Premise	1:00 pm	4:00 pm	Ν	A		Sand			sroom
Food/Conder He	Food & I	Beverage	Otv	T-+-!	Food/Comi		uipment/Misc			
Food/Service Items Lunch Buffet - 3/9/2	0010 10:00	Price	Qty	iotal	Food/Service	e Items 9/2018 - 1:00 p		Price	Qty	Т
All-American Buffe		\$10.25	30 \$	\$307.50	Wireless Mi		<u>////</u>	\$70.00	1	\$70
Soft Drinks		\$1.25	27	\$33.75	Flip Chart w	ith Markers		\$20.00	1	\$20
					Projection S	creen		\$10.00	1	\$10
Meeting - 3/9/2018 Client will arrive	-	ith projector	bllowing lunch							
	-		for setup.	Pay Met	hod Cre	edit Card	Card N	umber	*** 435	2
Client will arrive Subtotal Tax	an hour early w \$441.25 Pa \$30.89 Ba	aid	for setup.) Pay Met Card Ty	pe Vis	а	Card N Expires	umber	*** 435 03-202	
Client will arrive	an hour early w \$441.25 Pa	aid	for setup.	Pay Met	pe Vis Ider Bill			umber		

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.).

nimum guaranteed t must be made no l Start remise 12:00 pm remise 1:00 pm	End 1:00 pm 4:00 pm	Booki Bill D 27. Estimate	d cost per guest ne event date/tir		changes t n charges	may apply. Setup Style Banquet
t must be made no l Start remise 12:00 pm remise 1:00 pm	End 1:00 pm 4:00 pm	27. Estimate 27. Estimate Urs before th Venue Serving 12:00 pm NA	episa ed cost per guest ne event date/tir	Bill Depisa is <u>\$13.99.</u> Any ne. Cancellatio Room Sand	n charges	30 (Pln) to the may apply. Setup Style Banquet
t must be made no l Start remise 12:00 pm remise 1:00 pm	End 1:00 pm 4:00 pm	Venue Venue Serving 12:00 pm NA	ne event date/tir	ne. Cancellatio Room Sand	n charges	may apply. Setup Style Banquet
remise 12:00 pm remise 1:00 pm	1:00 pm 4:00 pm	Serving 12:00 pm NA		Sand		Banquet
remise 12:00 pm remise 1:00 pm	1:00 pm 4:00 pm	12:00 pm NA		Sand		Banquet
emise 1:00 pm	4:00 pm	NA				•
			ms			Classroom
<u>00 pm</u>						
<u>00 pm</u>				Price	Qty	Тс
				\$10.25	30	\$307.
				\$1.25	27	\$33.
<u>n</u>						
				\$70.00	1	\$70.
				\$20.00 \$10.00	1	\$20. \$10.
		Commonto		\$10.00		\$10
	for setup.					
441.25 Paid	\$0.00 P	av Mothod	Crodit Card	Card Nun	bor ***	1252
		-				2023
				Expires	00	2023
			biii bopisa			
fee will be incurred f is as well as any terr	or any cancellat	tion within <mark>7</mark> ns on any cc D	ontract addendu			Itract and agr
	n r early with projector \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 fee will be incurred f	room for meeting following lunch. n rearly with projector for setup. \$441.25 Paid \$0.00 F \$30.89 Balance \$526.74 c \$54.60 c \$526.74 c fee will be incurred for any cancellal hs as well as any terms and condition	room for meeting following lunch. n rearly with projector for setup. 441.25 Paid \$0.00 Pay Method \$30.89 Balance \$526.74 Card Type \$54.60 Card Holder \$526.74 Signature fee will be incurred for any cancellation within Z has as well as any terms and conditions on any condition	00 pm room for meeting following lunch. n r early with projector for setup. \$441.25 Paid \$0.00 \$30.89 Balance \$526.74 \$54.60 Card Type Visa \$526.74 Signature fee will be incurred for any cancellation within 7 days of event. In a sa well as any terms and conditions on any contract addendure	00 pm room for meeting following lunch. n r early with projector for setup. \$441.25 Paid \$0.00 Pay Method Credit Card Card Num \$30.89 Balance \$526.74 Card Type Visa Expires \$54.60 Card Holder Bill Depisa Signature fee will be incurred for any cancellation within 7 days of event. I have read the ns as well as any terms and conditions on any contract addendum's which I may	200 pm room for meeting following lunch. n r early with projector for setup. \$441.25 Paid \$0.00 Pay Method Credit Card Card Number \$30.89 Balance \$526.74 Card Holder Bill Depisa \$526.74 Signature fee will be incurred for any cancellation within 7 days of event. I have read the above corns as well as any terms and conditions on any contract addendum's which I may sign.

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 Dat		Telephone		Fax	20		Event #
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 Qty Tunch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 100 pm All-American Buffet \$10.25 30 \$307.50 Soft Drinks \$1.25 27 \$33.75 File Chart with Markers \$20.00 1 \$70.00 Comments Venue Room Setup Style Type Sand Banquet On-Premise 12:00 pm 1:00 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 pm Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Type Visa Expires 03-2023 Service Charge \$54.60 Signature A Signa	Address		3/9/2018	3 (Fri)	Booking C	ontact	Site Contact	90		Guests
Food & Beverage Equipment/Miscellaneous Food/Service Items Price Qty Total Food/Service Items Price Qty Total Lunch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 1:00 pm Meeting - 3/9/2018 - 1:00 pm All-American Buffet \$10.25 30 \$307.50 Wireless Microphone \$70.00 1 \$70.00 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$22.00 1 \$20.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 1 \$10.00 projection Screen \$10.00 1 \$10.00 1 \$10.00 projection Screen \$10.00	0	minimum guaranteed	guest co	unt of <u>27</u> . I	· · ·			/ change		
Food/Service Items Price Qty Total Food/Service Items Price Qty Tr Lunch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 1:00 pm \$70.00 1 \$70.00 Soft Drinks \$12.5 27 \$33.75 Wireless Microphone \$70.00 1 \$70.00 Comments \$12.5 27 \$33.75 Flip Chart with Markers \$20.00 1 \$20.00 Comments Venue Venue Venue Venue No.00 1 \$10.00 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 pm Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm 4:00 pm Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Holder Bill Depisa Total Value \$526.74 Signature <td< td=""><td>guaranteed guest co</td><td>unt must be made no</td><td>later than</td><td><u>72 hours</u> b</td><td>efore the e</td><td>vent date/time</td><td>Cancellatio</td><td>on charg</td><td>jes ma</td><td>ay apply.</td></td<>	guaranteed guest co	unt must be made no	later than	<u>72 hours</u> b	efore the e	vent date/time	Cancellatio	on charg	jes ma	ay apply.
Lunch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 1:00 pm All-American Buffet \$10.25 30 \$307.50 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 \$20.00 Projection Screen \$10.00 1 \$10.00 Comments Venue Neeting - 3/9/2018 - 1:00 pm End Sand Banquet On-Premise 12:00 pm 1:00 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 pm 1:00 pm Client will arrive an hour early with projector for setup. Sand Banquet On-Premise 1:00 pm 1:00 pm Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Holder Bill Depisa Signature A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions on any contract addendum's which I may sign. Client:<	- 1/0 I II						pment/Misce			
All-American Buffet \$10.25 30 \$307.50 Wireless Microphone \$70.00 1 \$70.00 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 \$20.00 Comments Venue Projection Screen \$10.00 1 \$10 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 pm Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 1:00 pm 1:00 pm Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm 4:00 pm Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Holder Bill Depisa Signature A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions			Qty	lota				Price	Qty	
Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers Projection Screen \$20.00 1 \$20.00 Comments Comments Venue Image: Soft Drinks \$10.00 1 \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm \$10.00 pm <td></td> <td></td> <td>30</td> <td>¢207 E0</td> <td></td> <td></td> <td></td> <td>\$70.00</td> <td>1</td> <td>\$70</td>			30	¢207 E0				\$70.00	1	\$70
Image: Projection Screen\$10.001\$10.00Image: CommentsCommentsVenueImage: CommentsRoomSetup StyleTypeStartEndGroup to move to sand room for meeting following lunch.SandBanquetOn-Premise 12:00 pm1:00 pmMeeting - 3/9/2018 - 1:00 pmClassroomOn-Premise 1:00 pm1:00 pm1:00 pmClient will arrive an hour early with projector for setup.SandClassroomOn-Premise 1:00 pm1:00 pmSubtotal\$441.25 Paid\$0.00Pay MethodCredit CardCard Number*** 4352Tax\$30.89 Balance\$526.74Card TypeVisaExpires03-2023Service Charge\$54.60Card HolderBill Depisa0:00002:0000Total Value\$526.74SignatureSignatureImage: SignatureImage: SignatureA \$200.00cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.Client:										\$70. \$20.
Lunch Buffet - 3/9/2018 - 12:00 pmRoomSetup StyleTypeStartEndGroup to move to sand room for meeting following lunch.SandBanquetOn-Premise 12:00 pm1:00 pmMeeting - 3/9/2018 - 1:00 pmClassroomOn-Premise 1:00 pm4:00 pmClient will arrive an hour early with projector for setup.SandCredit CardCard Number*** 4352Subtotal\$441.25 Paid\$0.00Pay MethodCredit CardCard Number*** 4352Tax\$30.89 Balance\$526.74Card TypeVisaExpires03-2023Service Charge\$54.60Card HolderBill Depisa02020.00Total Value\$526.74SignatureSignatureA\$200.00cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.Date:		ψ1.20	-'	<i>\</i> 00.70						\$10
Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1:00 pm Meeting - 3/9/2018 - 1:00 pm Classroom On-Premise 1:00 pm 4:00 pm Client will arrive an hour early with projector for setup. Sand Credit Card Card Number *** 4352 Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Holder Bill Depisa 30-2023 Service Charge S526.74 A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:		Comments					Venue			
Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Holder Bill Depisa Signature Xignature A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:	Lunch Buffet - 3/9/2018 -	12:00 pm			Room	Setup Style	Туре	Star	t	End
Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Subtotal \$441.25 Paid \$0.00 Tax \$30.89 Balance \$526.74 Service Charge \$54.60 Card Type Visa Total Value \$526.74 Signature A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:										
Client will arrive an hour early with projector for setup. Subtotal \$441.25 Paid \$0.00 Pay Method Credit Card Card Number *** 4352 Tax \$30.89 Balance \$526.74 Card Type Visa Expires 03-2023 Service Charge \$54.60 Card Holder Bill Depisa Signature **** A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:			following	lunch.		Banquet				
Total Value \$526.74 Signature A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an ho Subtotal	nd room for meeting for meeting for meeting for meeting for a second sec	or for setu	p. \$0.00 Pay M	Sand ethod C	Banquet Classroom redit Card	On-Prer Card Nur	nise 1:00 nber) pm *** 435	4:00 pm
A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event. I have read the above contract and agree the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client: Date:	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax	nd room for meeting f <u>pm</u> our early with projecto \$441.25 Paid \$30.89 Balance	or for setu	p. \$0.00 Pay M 526.74 Card 1	Sand ethod C īype V	Banquet Classroom redit Card isa	On-Prer Card Nur	nise 1:00 nber) pm *** 435	4:00 pm
the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client: Date:	Group to move to sa <u>Meeting - 3/9/2018 - 1:00</u> Client will arrive an he Subtotal Tax Service Charge	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60	or for setu	p. \$0.00 Pay M 526.74 Card T Card F	Sand ethod C ïype V łolder B	Banquet Classroom redit Card isa	On-Prer Card Nur	nise 1:00 nber) pm *** 435	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value	nd room for meeting f pm our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74	or for setu	p. \$0.00 Pay M 526.74 Card F Card F Signat	Sand ethod C Type V łolder B ure	Banquet Classroom redit Card isa ill Depisa	On-Prer Card Nur Expires	nise 1:00	*** 435 03-202	4:00 pm
Sales Rep: Date:	Group to move to sa <u>Meeting - 3/9/2018 - 1:00</u> Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 Don fee will be incurred	for setu	p. \$0.00 Pay M 526.74 Card T Card F Signat	Sand Cype V Holder B ure within <u>7 day</u>	Banquet Classroom redit Card isa ill Depisa <u>rs</u> of event. I ha	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa <u>Meeting - 3/9/2018 - 1:00</u> Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu setur for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of ponditions of	Sand ethod C Type V Holder B ure within <u>7 day</u> n any contra	Banquet Classroom redit Card isa ill Depisa <u>rs</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm
	Group to move to sa Meeting - 3/9/2018 - 1:00 Client will arrive an he Subtotal Tax Service Charge Total Value A <u>\$200.00</u> cancellatic the terms and condit Client:	nd room for meeting f our early with projecto \$441.25 Paid \$30.89 Balance \$54.60 \$526.74 on fee will be incurred tions as well as any ter	for setu \$ for any ca ms and co	p. \$0.00 Pay M 526.74 Card T Card F Signat ancellation of onditions of	Sand ethod C fype V Holder B ure within <u>7 day</u> n any contra Date:	Banquet Classroom redit Card isa ill Depisa r <u>s</u> of event. I ha act addendum's	On-Prer Card Nur Expires ave read the	nise 1:00 nber above (*** 435 03-202	4:00 pm 2 3

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.

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 a four sector that the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the event date/time. Cancellation charges may a four sector the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Client:	
guaranteed guest count must be made no later than 72 hours before the event date/time. Cancellation charges may a Food & Beverage Equipment/Miscellaneous Food/Service Items Price Qty Cod/Service Items Price Qty Lunch Buffet - 3/9/2018 - 1:00 pm Meeting - 3/9/2018 - 1:00 pm Venue Venue Lunch Buffet - 3/9/2018 - 1:200 pm Soft Drinks \$10.25 30 \$307.50 Venue Lunch Buffet - 3/9/2018 - 1:200 pm Start E Comments Venue Lunch Buffet - 3/9/2018 - 1:200 pm Start E Group to move to sand room for meeting following lunch. Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Frams & Conditions Financial 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.<	iests) (Pln)
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 Venue Venue 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 Sand Classroom On-Premise 1:00 pm 1 Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 1:00 pm 1 Client will arrive an hour early with projector for setup. Financlal Information Sand Sand Salance Sand Salance	
Lunch Buffet - 3/9/2018 - 12:00 pm Meeting - 3/9/2018 - 1:00 pm All-American Buffet \$10.25 30 \$307.50 Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Venue Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm Group to move to sand room for meeting following lunch. Sand Classroom On-Premise 1:00 pm Client will arrive an hour early with projector for setup. Financial Information Subtotal \$441.25 Paid 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 Client:	
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 \$10.00 1 Projection Screen \$10.00 1 Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start E Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1 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 S200.00 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:	Tota
Soft Drinks \$1.25 27 \$33.75 Flip Chart with Markers \$20.00 1 Comments Yenue \$10.00 1 Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start E Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1 Meeting - 3/9/2018 - 1:00 pm Client will arrive an hour early with projector for setup. Sand Banquet On-Premise 1:00 pm 2 Client will arrive an hour early with projector for setup. Financial Information S441.25 Paid 1 Methin 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 1 Client:	
Projection Screen \$10.00 1 Comments Venue Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start E Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1 Meeting - 3/9/2018 - 100 pm Client will arrive an hour early with projector for setup. Financial Information Sand Sand Sand 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. Financial Information Client:	\$70.0
Lunch Buffet - 3/9/2018 - 12:00 pm Room Setup Style Type Start E Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm 1 Meeting - 3/9/2018 - 1:00 pm Classroom On-Premise 1:00 pm 2 Client will arrive an hour early with projector for setup. Financial Information 2 Terms & Conditions Financial Information Subtotal \$441.25 Paid Mayee 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:	\$20.0 \$10.0
Clinic Date 1 - 30/2018 - 12:00 pm Converting following lunch. Group to move to sand room for meeting following lunch. Sand Banquet On-Premise 12:00 pm Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 1 Client will arrive an hour early with projector for setup. Financial Information On-Premise 12:00 pm 4 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4 Terms & Conditions Financial Information Sand Sand Classroom On-Premise 12:00 pm 4 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4 Terms & Conditions Sand Classroom On-Premise 12:00 pm 4 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4 Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 12:00 pm 4 Meeting - 3/9/2018 - 1:00 pm Sand Sand Sand Sand Classroom On-Premise 12:00 pm 4 Meeting - 3/9/20	
Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 1:00 pm Client will arrive an hour early with projector for setup. Sand Classroom On-Premise 1:00 pm Terms & Conditions Financial 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:	End
Meeting - 3/9/2018 - 1:00 pm Sand Classroom On-Premise 1:00 pm 2 Client will arrive an hour early with projector for setup. Financial Information 2 Terms & Conditions Financial Information 5 2 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	1:00 pm
A \$200.00 cancellation fee will be incurred for any cancellation Subtotal \$441.25 Paid 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. Tax \$30.89 Balance Service Charge \$54.60 Total Value \$526.74	
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. Tax \$30.89 Balance Service Charge \$54.60 Total Value \$526.74	\$0.0
agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign. Service Charge \$54.60 Total Value \$526.74	\$526.7
Client:	
Sales Rep:	
Sales Rep:	



a product of Horizon Business Services, Inc. Naples, FL 34101 T: 239.261.6617 F: 239.261.0067 www.caterease.com help@caterease.com