

Catering Services Agreement

Dear Client,

This letter serves as a formal agreement outlining the terms and conditions for catering services provided to Amazon Fulfillment Centers. These terms aim to establish clarity and accountability among all parties, including Amazon representatives, Canteen representatives, and third-party catering vendors.

Terms and Conditions

1. Headcount Confirmation

- **Fixed Headcount Requirement:** The headcount quoted at the time of booking is final and will not be adjusted. While daily attendance may vary, vendors are required to plan, prepare, and purchase food based on the confirmed headcount provided prior to the event.
- **Non-Adjustable Headcount:** Adjustments to the headcount cannot be made either during or after service once food quantities have been purchased by the vendor.

2. Menu Confirmation

- **Menu Finalization Timeline:** Menus must be finalized no later than two weeks before the event date. No changes will be accepted within this period to ensure vendors have adequate time for sourcing and preparation.
- **Exceptions and Communication:** If changes are unavoidable, they must be communicated explicitly in writing to both the designated Canteen representative and the third-party vendor. These changes must be submitted at least two weeks before the event date to allow for proper alignment among all parties.

3. Communication Requirements

- **Clear Communication:** All parties, including Amazon Fulfillment Center representatives, Canteen representatives, and third-party vendors, must maintain open and transparent communication. Any necessary adjustments, such as logistics or service requests, must be conveyed promptly to prevent misunderstandings.

By signing below, the undersigned parties agree to the terms outlined above and acknowledge that any breach may result in additional costs or adjustments.

Signatures

Amazon Fulfillment Center Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Canteen Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Third-Party Vendor

Name: _____

Title: _____

Signature: _____

Date: _____

This agreement is intended to ensure the successful coordination of catering services for Amazon Fulfillment Centers while promoting clear expectations and accountability for all parties involved.

Thank you for your attention to these terms. Please feel free to reach out to your Director of Catering Services with any questions or concerns.

Sincerely,

Canteen Kitchens Catering Services Team