



# BURCH & PURCHASE

This sheet is designed to collect important information that will assist us suggesting the most appropriate celebration cake or dessert for your very special event.

Please note that our "by appointment" consultations are for cakes, special dessert pieces or events valued above \$1000

Please complete this questionnaire and fax to 9826 9368 or scan and email it to [cath@burchandpurchase.com](mailto:cath@burchandpurchase.com) and we will contact you to discuss your cake or to book an appointment.

**NAME:**

**EMAIL:**

**TELEPHONE:**

**The event:** Please start by telling us a little bit about your event. This will assist us to establish the appropriate design direction. For wedding cakes we recommend you book your cake with us at least three months before your wedding.

**Event date, time and location:** Please provide details

**Prices start from:** As a general rule our bespoke cakes range in price between \$500 and \$3000

**Your budget:** It is important to give us an indication of your budget as we creative types can often get carried away with an idea so it's better to keep things real.

**Is your bespoke cake intended to be for dessert or for a smaller piece with coffee?** This information will assist us in determining the scale and composition of your cake.

**How many people are you catering for?**

**Cake flavours:** We can create any flavour combinations and will ensure your favourite flavours are balanced appropriately. Please list if you have any preferences or flavours in mind

**Is your cake intended to be out on display for a long period of time? Is your celebration to be held inside or outdoors?** This is vital information that will help us to determine the composition and structure of your creation.

**Is a stand required?** We can design and produce our own clear acrylic stands to suit and recommend this option

**Do you have a specific design in mind?** Please let us know or you can leave it to us to use our years of experience to create a one off for you

**Any allergies or dietary requirements to consider?** Please specifies

**What sort of decoration is in mind?** We specialise in chocolate cakes and the finishes to our cakes are predominantly chocolate velvet sprayed with bespoke chocolate spheres or chocolate pieces however we are not limited to this.

**Do you require your bespoke cake to be delivered and installed by our team or will you collect it from the Sweet studio?** We are happy to deliver, set up and install within the local metro area, additional charges apply and will be included in your quote if requested.

**Any other information that might be of use to us as designers:** Give us as much information as possible and we will do our very best to capture all of your requirements.

## **TERMS AND CONDITIONS**

Please read our terms and conditions carefully before placing your order with Burch & Purchase Sweet Studio. By using the Burch & Purchase Sweet Studio service you agree to be bound by these Terms and Conditions

### **DEPOSITS**

We require a 30% deposit to secure your booking and accept all credit cards with the exception of Diners. No order will commence until the deposit has been received. Please note that deposits are non refundable. Changes to this policy will be made at the discretion of management.

### **BALANCE PAYMENTS**

Full payment is required to be paid, a minimum of 7 days prior to delivery or collection.

### **CANCELLATIONS**

If you decide to cancel your order your deposit will not be refunded. If you cancel your order within 7 days of the delivery or collection date the balance outstanding will be due and payable.

### **CHANGES**

Any changes made to your order within 14 days of collection or delivery will incur a surcharge, depending on the change requested. In most instances we can accommodate changes, however at times is just not possible.

### **TRANSPORTATION**

It is important to remember that your Burch & Purchase cake is a delicate and perishable product. To ensure the quality of your cake is not compromised during transportation, we recommend that you keep your cake box flat at all times and avoid placing it in direct sunlight. The floor or boot of your car is the best place, never on the back seat and ensure your boxes are secure and will not slide around.

Once your cake is in your care it is important to follow these instructions, as Burch & Purchase will not take responsibility for any damage incurred during transportation.