

February 24, 2020



National Bureau of Economic Research  
Attn: Rob Shannon  
1050 Massachusetts Avenue  
Cambridge, MA 02138

Event Date: 03/05/2020  
RE: National Bureau of Economic Research  
Inv: 13701

Thank you for choosing *Above and Beyond Catering*. Please be advised *Above and Beyond Catering* maintains a food minimum on all orders. Also note the total is an estimate. The price of food per person is based on the number of guests originally estimated. Should the guest count drop, the price of food per person is subject to change. Any change in guest count should be reported no later than a week prior to the event. We reserve the right to make minor changes in the menu based on food availability. The final invoice will consider any changes in the guest count, menu items, rental, service and overtime.

The minimum number of staff hours billed is 5 hours. Billing begins when the staff arrives at Above and Beyond's offices and ends at the completion of their work. Gratuities are not included and left to the discretion of the client unless specified on the invoice. Please double check dates and billing times on menu.

In order to secure the date of the event, we require an initial confirmation deposit 50% of the total invoice or \$1,000 which ever is greater. If the invoice is less than \$1,000.00 full payment is due to hold the date. If your event is within 2 weeks of the contract signing full payment is due.

The net balance is due at the time of the event unless noted on invoice. A \$39 fee will be imposed on returned checks. A service charge of 2% of the amount due will be charged per month on all past due accounts up to 18% for the year.

All invoices must have a minimum food and beverage order of \$1,000 except during holiday season or when noted verbally.

Please sign below to accept the terms above and to enter into this contract. Please return with deposit.

Signature  Deposit \$1000.00 Date 2.24.20

Print Name ROB SHANNON

Above and Beyond Representative \_\_\_\_\_ Date \_\_\_\_\_

42 A plympton street  
boston, ma 02118  
617.426.5999  
fax 617.422.0758  
www.aboveabc.com



February 24, 2020



Client understands that upon entering this service contract, Caterer and/or Event Planner is committing time and resources to this event and thus cancellation would result in lost income and lost business opportunities in an amount difficult to precisely calculate. Therefore, our cancellation policy is as follows:

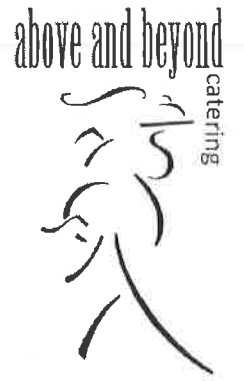
- If a job cancels after the contract is signed, The Company, [To be known as Above and Beyond Catering] will do its best to return deposit minus cost of labor in man hours, time and product expense if items were purchased for such event. If the Company turned down other work opportunity, the company may assess a cost to lost business and retain a portion or all the deposit for such lost revenue. The Company will always do it's best to accommodate our clients in a fair manner.
- 2 weeks prior to the event- If the event is cancelled after this time, The Company retains the right to keep the Confirmation deposit. The Company may opt to deduct all expenses already incurred from the confirmation deposit and return the balance to the client.
- If a cancellation is executed by the client before 3 days of the scheduled job, no money would be returned.
- If a cancellation is executed by the client less than 3 days of the event, 100% of the invoice may be charged to the client.
- If there is an extraordinary interruption due to a natural cause (re: flood, earthquake, etc.) that cannot be reasonably foreseen or prevented, The Company will do it's best to reschedule the job in question. The Company has the right to recoup any expenses already incurred at the time of the interruption.
- It is commonplace in Massachusetts that the Governor will ask people to stay off the roads due to snowstorms. In this instance, we will do our best to accommodate our client considering the safety of your guests and the safety of our employees.
- If a job is postponed, we will do our best to accommodate the client, but cannot guarantee the desired date due to closed out dates on our calendar. The company may choose to subtract costs incurred and transfer all other monies to the new event date.
- If you can postpone to the next day, we have availability, and we are able to use all the perishable products for your event, there most likely will be no additional charge. If you postpone to a future date with in one year of original date, we may choose to transfer any deposits to the new date. We will not transfer deposits to a new date past a year of the original date. We will always do our best to accommodate your needs. Please note that if a product must be reproduced, there may be additional charges. Thank you for choosing above and beyond catering.

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A small, handwritten signature or mark is located at the bottom right of the page, below the contact information.

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Please Initial here:      Date: 2.24.20



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**Credit Card Authorization Form**

I, \_\_\_\_\_, hereby authorize Above and Beyond Catering, Inc. to charge my credit card account in the amount of: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ VID Code: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ ( ) VISA ( ) MasterCard ( ) Discover

( ) American Express \*\*Please keep in mind that if you do choose to use an American Express credit card, that you will be charged a non-refundable fee of 3.5% on the total charge\*\*

**Credit Card Billing Address:**

Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ - \_\_\_\_\_ Country (if not US): \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**ON FILE**

**Requested Event Location:**

National Bureau of Economic Research  
1050 Massachusetts Avenue, 2nd Floor  
Cambridge, MA 02138

As the credit card holder, I hereby authorize receipt of goods & services at the event location above. Above and Beyond Catering, Inc. agrees to keep all information strictly confidential.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Cardholder's Signature Date

As the credit card holder, I also authorize Above and Beyond Catering, Inc. to charge my credit card for future purchases verbally approved by me.

Authorization Valid Until: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Initials Here: \_\_\_\_\_

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*RS*