



Konditor Meister

FINE EUROPEAN PASTRIES

Wedding Cake Checklist

Congratulations and thank you for choosing Konditor Meister. We are in the process of preparing our wedding cake schedule and we need your timely assistance. Please refer to this checklist as you make your wedding preparations:

- Deposit:** We recommend a \$100.00 deposit to secure your cake for your wedding. If we are billing your hotel/caterer, please disregard. **Payments and deposits are refundable up to two (2) weeks prior to the Wedding date with a written cancellation notice. We do, however, reserve the right to retain the deposit and payments if notice is not received within (2) weeks of the wedding date.**
- Cake reservation:** For our couples, who have a package; please let us know as soon as you make a decision to get your cake from us so that we can add you to our schedule.
- Final cake changes:** Final information on cake, filling, design, and style is due as soon as possible but no later than two weeks before the wedding date. If you are providing a cake topper or any special ribbons you may want to check on the size and length for both. **Any and all changes must be verified by the customer in writing to ensure that it is properly reflected on the wedding cake contract.**
- Directions:** It is imperative that we receive written directions to the place of reception, including suggested time of delivery and special instructions if applicable, no later than two weeks before the date of the wedding.
- Final count:** Final count is due two weeks before the date of the wedding.
- Final payment:** Final payment is due two weeks before the date of the wedding to guarantee delivery. Late payments must be made in cash or certified check. Please disregard if we are billing a third party.

Under no circumstances do we allow any changes regarding this information during the two week period prior to the wedding date.

Thank you for your help. If you have any questions, please do not hesitate to call us at 781-849-1970, Monday through Friday 9 a.m. to 5 p.m.