

# SIMPLY TIPSY

## LIQUOR INFUSED SPECIALTY DESSERTS



## Simply Topsy Catering Process

### Simply Topsy will verify the catering order within 24 hours

To place an order, give a P.O catering form to a Simply Topsy representative directly, submit the form to [orders@simplytipsy.store](mailto:orders@simplytipsy.store), or order through our website and allow up to 24 hours for a Simply Topsy representative to respond. The P.O catering form should include the quantity of each dessert and a requested date (if needed). A Simply Topsy representative will follow-up with the contact person provided to verify the order and schedule a product delivery location, date and time.

### Simply Topsy will provide product delivery by requested date

Once the Purchase Order (P.O) is complete, a Simply Topsy representative will deliver products to the client. Product delivery could include requested products, spoons, marketing material, Simply Topsy table cloths, cooler bags, ice packs, etc... Most of these additional catering items are available upon request.

### Simply Topsy will set-up a display table and host (if needed)

A Simply Topsy product display table will be setup (for an additional charge) in the pre-designated area. A Simply Topsy Brand Ambassador could be hired for the scheduled event to assist with distributing the products to the guest. The Ambassador will include a Simply Topsy table, ordered products, marketing materials, spoons and additional purchased items. Once the event has concluded, the ambassador will pack the remaining products in containers provided (preferably Simply Topsy Cooler bags w/ ice packs).

### Simply Topsy will invoice within 24 hours of approval

We will deliver or email a P.O. invoice within 24 hours once the order has been verified. Payments can be made by ACH payment through bills.com, direct deposit through Zelle or Cash App, a credit / debit card or cash. To start the order, a payment must be processed to ensure completion by the delivery date requested. All remaining products will be left for the client in the designated area.