

## PAYMENT METHODS

Please advise your guests before the party that cash and credit cards are accepted at the event and payment is due at the time of purchase. This means you don't have to go around chasing people for money after the party. There is a minimum purchase amount of \$20 if anyone wants to use their credit card.

A handling fee is charged to each purchase whether the stock is available on the day or not. This is because I have to pay freight to get the stock to me, plus this includes the cost of getting the orders to you.

## DELIVERY

It will take a few days after your party for me to collate your orders and get the order into head office. It will then take 2 - 4 weeks to be delivered to me. PLEASE advise your guests that their orders may take up to six weeks by the time they get them. It does say it in on the order forms but many people fail to see that point and may start to chase you up for their order prematurely.

## AFTER PARTY SERVICE

I will be in contact with you as soon as I have received your order to organise a suitable delivery time. You are more than welcome to call me a few weeks after the party to check on the status of your order. It is customary that each of your guests orders will be packed into bags with their names on them for your convenience.

Please contact your guests immediately to notify them that you have their order and arrange a suitable pick up or delivery time to get the order to them.

Your cooperation in this process is appreciated and crucial to the end result of the party. Should you wish to contact Head Office about your party (good or bad), you are welcome to call on 03 52298232 and request a customer feedback form.

If you have any questions about hosting your party that you are unsure about, please feel free to contact me. I will call you in the days leading up to the party to confirm numbers so that there will be enough samples for everyone.

I sincerely hope that you and your guests enjoy your Chocoholics Chocolate party and I look forward to sharing the products with you!!



# CHOCOHOLICS ANONYMOUS

*a chocolate shop direct to your lounge room*

## HOST INFORMATION

Thank you for booking a Chocoholics Anonymous party. I look forward to entertaining your guests with the fantastic range of products we have on offer. Confirmation of the upcoming party is as follows:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MY NAME IS: \_\_\_\_\_ MY PHONE NO IS: \_\_\_\_\_

I hope that the party is a success for you and fun for your guests. In order to make the event as fantastic as possible there are a few simple things you can do to help it go along smoothly. This information booklet should accompany your host pack which includes invitations, a copy of our catalogue, an outside order form and your booking gift (if not already received). If anything is missing, please notify me asap.

Chocoholics parties are easy to organise but you do need to read this information carefully so you are fully aware of what to expect and what is expected of you.

## WHO DO YOU KNOW THAT LOVES CHOCOLATE?

Not sure who to invite to your party? Firstly, invite as many people as you can. Make a list and be sure that you tick them off as you contact them so you won't forget anyone. Start with your mobile phone or email address contacts.

Try friends, family, neighbours, co-workers, your children's friends parents, teachers, school mums, mother's club, your hairdresser and their friends, etc....get the idea? You might be surprised to find out how many chocoholics there are out there!!!!

Take the catalogue to work or any social events you attend and show it around. The more people you invite, the more successful the party will be. A chocolate party is a great way to get to know people in your area. If you require more invitations then do not hesitate to contact me....just give me plenty of notice!



