



**Dear Bride to be...**

Thank you for allowing us to participate in the planning of your wedding. You must make many decisions about flowers, photographer, wedding and reception locations, caterers etc., and your very special dress. All of this planning is done to build a special memory for the start of your new life.

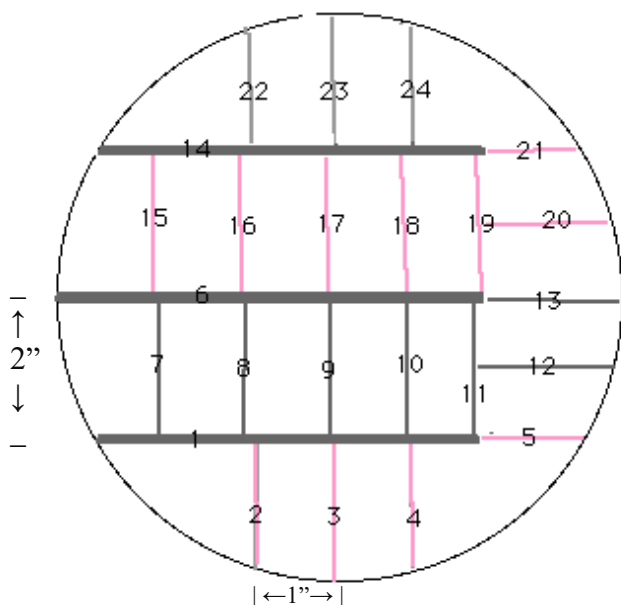
A custom design can be incorporated into your wedding cake. Your only limits are your imagination. Please feel free to let us know if you have something special you would like. Remember that you can change almost anything up to the three weeks before the wedding; if using more intricate materials such as gum paste flowers, please allow more than three weeks in advance for changes.

Ingredient cost is nominal in your cake - but time is a major factor. Some cakes can be baked and decorated in one day and others require weeks of preparation time. The more time involved in your special cake the costlier it will be.

<u>Cake Flavors:</u>	<u>Fillings:</u>
* Special White * Italian Cream * Deep Dark Chocolate Amaretto Martha Washington Red Velvet Carrot Strawberry Lemon German Chocolate Marble Tuxedo Gluten Free Vanilla Gluten Free Chocolate Sugar Free Carrot  *-Most Popular	* Vanilla Buttercream * Strawberry & Cream Cheese * Raspberry & Cream Cheese *Strawberry * Raspberry Cream Cheese Vanilla French Buttercream Almond French Buttercream Chocolate French Buttercream Bavarian Cream Chocolate Mousse Coconut Pecan Chocolate Buttercream Pineapple Lemon Mango Coconut Dulce de Leche *Most Popular

Wedding cake servings for a two layer cake is one inch wide and two inches long (see diagram) or two inches square on a one layer cake. We will try to make the serving of your cake as easy as possible. You are paying for the pretty on your cake so we want to keep it pretty as long as possible. All cakes cannot be handled the same and we will be glad to advise you on your particular cake design. You will need two people to serve each cake ordered.

### 8"-10" Cake Cutting Diagram



You will need to make arrangements for your cake knife, servers and cake plates.

Follow the numbers in numerical order for the best cutting guide. Have nearby a small tray with a cutting knife, one protective glove, and damp towel (for cleaning the knife as necessary).

When cutting your wedding cake, (usually 2 or more tiers) first start by removing the top tier—traditionally saved for the Newlyweds 1<sup>st</sup> Anniversary. Then use this diagram and work your way down from the top of the cake to the bottom.

If you are having your reception at a venue with an event or wait staff, they should already know how to cut and serve your cake properly. However, if you are having a friend or relative cut and serve your cake, have them refer to this diagram for direction if needed.

### Delivery and Cake Equipment-

Delivery and setup of your cake is included in your price if your venue is within the 15 mile radius for free delivery. To qualify for delivery, the order must be a minimum of \$500. Delivery fees start at \$50, calculated by the distance of the venue. There will be a form accompanied with the cake(s) upon delivery listing all equipment that is to be returned. **This form is to be signed by a person accountable for acknowledging receipt of cake and equipment.** It is recommended that you designate someone to be available and noted on your cake order as our point of contact, this person can be a family member, friend, usher, or your event coordinator. The equipment can consist of plateau(s), mirror(s), columns/plastic cake plates or separators, acrylic stands, etc. For all equipment we hold a refundable deposit on file, depending on the equipment the amount of the deposit may vary.

### Deposits/Booking-

In order to book your wedding cake it is required that a “date deposit” is placed. The Date deposit is half the cost of the wedding cake order and will be applied to the balance. After placing a deposit to ensure production of your cake, you may make as many payments as you would like as long as **the order is paid in full 14 days before the event date.** Equipment deposits must be on file no later than a week before your event. If renting a plateau, the rental fee of \$50 will be added to the total cost of your order.

Equipment	Refundable Deposit Amount Required
Plateau	\$100.00
Mirror	\$50.00 (per mirror)
Columns/Plastic Cake Plates/Separators	\$50.00
Acrylic Stands	\$100.00
Cupcake Stands/Towers	\$50.00 (per tower)

Fresh Flowers-

Your florist will be able to help you choose the appropriate foliage. **If you are using fresh flowers on your cake the florist is responsible for the flowers and making sure that the flowers and foliage are safe to place on an edible cake. Some flowers and foliage are not safe to use. It is your responsibility to select wisely with the assistance of your florist. Your florist is responsible to place the flowers on your cake unless you have made that one of the design elements for the cake by Virginia's, at additional charge- see order form.**

Honeymoon & Anniversary Cakes-

At your reception we will leave a complimentary 6" cake for you to take with you on your honeymoon so that you can enjoy more than the traditional one bite you eat for your pictures!

It is tradition for some to remove the top tier of your wedding cake and preserve it for your first anniversary. To make sure that your top tier is still tasty, even after one year, you must first remove the top tier of the cake by slipping a cake knife between the separator plate or cardboard base underneath the cake. Place the cake into an appropriate sized box then wrap the entire box with several layers of plastic wrap or foil, place the entire wrapped box into another plastic container and place it in the freezer. Before you know it your anniversary will be here! Remove the cake from the freezer and let the cake thaw in the container with the wrapping still on the box. Do not unwrap/open it until it is completely thawed. (Approx. 2-3 hours) When the hours are up, unwrap and enjoy!

Or... if you desire, you may give us a professional photo of your wedding cake 2 weeks prior to your first anniversary and we will make a fresh 6" cake for FREE! OR without a Professional photo- \$15.00.

If you would like to enjoy the taste of your wedding cake every anniversary, we can make a 6" cake for \$25 every year after your first anniversary!

Cancellation Policy-

We hope you will not need to worry about this part of the letter but if in the event of something happening and you must cancel your order less than 120 days before your wedding (4 months), the retainer or "date deposit" will not be refunded. If the order is cancelled before the 120 day mark, the full date deposit amount will be refunded.



Because we know there is a lot of planning and details that go into a wedding, if you have any questions or concerns please contact us and we will be glad to assist you in any way we can. We want to make this an enjoyable experience for you!

We at Virginia's Cakes will do our utmost to make your wedding cake(s) a very special part of your wedding day memories. Our best to you and yours with the sweetest wishes in your new life! Thank you and God Bless.

*Virginia Franzoy*

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