

Camp Concierge, LLC.

Giving Time Back To You

Thank you for letting Camp Concierge do the grocery shopping for you! Just fill out the grocery list, following the simple guidelines below, and we'll take care of the rest, including stocking the 'fridge and cabinets before you arrive. We deliver to locations including camps on surrounding lakes, homes in town and condos with a view. Whether you live locally or are just visiting let us provide you with peace of mind.

Camp Concierge pledges reliable, efficient and friendly services. Please be specific in your order and we will do our best to shop for the freshest and best quality products available. We greatly appreciate your business.

How Our Service Works...

Here's the scoop:

- Place orders within 48 hours to accommodate your requested delivery time. (Rush service available, but not guaranteed.)
- Any deliveries made before 9 a.m. or after 6 p.m. will require special arrangements.
- Be specific. For example, specify 'organic' next to the item.
- If an item is not available we will replace it with the best alternative. If you do not want a replacement, be sure to indicate this on your order.
- **We do not return any products.**
- Cancellations must be made 24 hours prior to delivery day.

What you need to do:

- Fill out Grocery List, Fax Cover Page & Credit Card Authorization Form w/ information.
- Fax the Cover Page, Grocery List and Credit Card Authorization Form to 518.523.2104. (If e-mailing the List, you still need to fax the Cover & the C.C. Authorization Form.)
- Call Brooks at 518.524.4058 to confirm the receipt of your fax or e-mail, Please leave a message if there is no answer.
- You will be contacted only if we have questions about your order.
- **Delivery will not be assured without confirming receipt of fax.**

Payment Information:

- Your credit card will be charged at time of delivery.
- We charge \$25 per hour, with a one-hour minimum charge. Chargeable time includes travel to and from delivery location.
- A service charge of 20% will be added to the total cost of goods purchased.
- Specify if you would like a receipt on the Credit Card Authorization. We will e-mail you a receipt after your order has been delivered. We do not itemize groceries, but we will break down charges (grocery total, hourly charge(s) and service fee).

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Fax: 518.523.2104

Fax confirmation number: 518.524.4058

Fax Cover Page

To: Camp Concierge

Fax No. 518.523.2104

Phone No. 518.524.4058

Number of Pages Attached _____

Name _____ Cell Phone _____

Home Phone# _____ E-mail _____

Arrival Date & Estimated Check-In Time _____

Delivery Address _____

Phone Number at Delivery Address (if different) _____

Directions:

Entry Information/Key Location: (include rental agent information if necessary)

Special Instructions:

Credit Card Authorization Form

Camp Concierge, LLC.

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Fax: 518.523.2104

Fax confirmation number: 518.524.4058

I hereby authorize Camp Concierge, LLC of Lake Placid, New York, to charge my credit card # _____, with expiration date of ___/___, for the groceries and services that I have ordered.

I understand and accept the following:

- I will be charged a fee of \$25 per hour, with a one-hour minimum charge, and a 20% service charge.
- Groceries and/or products that I have ordered cannot be returned.
- Cancellations must be made 24 hours prior to delivery day.
- Cancellations made within 24 hours of requested delivery day are subject to being charged in full.

Signature _____

Name (please print) _____

Date _____

Thank you for allowing us to give you the time and freedom to enjoy the Adirondacks while we take care of you.

Brooks & Molly

For a receipt, please e-mail us at camconciierge@gmail.com. We do not itemize groceries, but we will break down charges (grocery total, hourly charge(s) and service fee).