



Forms Information

A variety of templates have been provided intended to be customized as you see appropriate for your own situation and business model.

We have provided these templates in an edit friendly Rich Text Format (RTF). The RTF specification provides a format for text and graphics interchange that can be used with different output devices, operating environments, and operating systems. RTF uses the American National Standards Institute (ANSI), PC-8, Macintosh, or IBM PC character set to control the representation and formatting of a document, both on the screen and in print. With the RTF Specification, documents created under different operating systems and with different software applications can be transferred between those operating systems and applications.

Templates should be customized with your business logo and words that perfectly describe your service.

You are not restricted on the use of these templates or formats. These elements are made available to you for ease during your start-up phase. Feel free to become creative and to develop forms or templates that better suit your exact needs. Words used in the sample press releases and business plans are generic in nature and meant to be fuel for your own ideas and words.

The food questionnaire and accounting forms are intended to be added to and adjusted with items of importance in your own business operation.

A traditional or classic Personal Chef Service should not be overly complex with administrative forms or paperwork. Simplicity will be the norm. Streamlining your operation and using forms that assist you track your efforts, present a professional image and make record keeping a snap is the mission. Please use these templates to your advantage.