



Norwood Seniors Network

HOME DELIVERED MEALS CLIENT AGREEMENT

I wish to receive the Home Delivered Meals service provided by Norwood Seniors Network and understand and agree to the following:

1. I understand that I will receive monthly menus in advance from Norwood Seniors Network. I will select a minimum of two (2) days per week in which to receive lunch and dinner entrées from the options provided. (One complete delivery is a hot lunch entrée and a cold bagged dinner). Any menus not returned will automatically default to receive the first entrée and first dessert options.
2. If I wish to cancel home delivered meals entirely, I must notify the Norwood Seniors Network office immediately at (773) 631-5673 at least 24 hours in advance of next delivery (by 9am the day prior).
3. To cancel or modify an already scheduled meal delivery, please call the office 24 hours in advance (by 9am the day prior). Individual meal cancellations received after 9am the day prior will be charged in full.
3. I understand that a meal will not be left if no one answers the door, unless special arrangements are made in advance to deliver it to a neighbor or place it in a cooler outside the door.
4. I am aware that all meals are dated and should be eaten or refrigerated shortly after delivery.
5. I understand Norwood Seniors Network is not responsible for spoilage due to improper food storage by the client. Meal containers are **NOT** to be placed in microwave.
6. I understand that because new client setup is labor intensive; there is a four week minimum for meal delivery. The early cancellation charge is \$35.00.
7. I understand that fees are subject to change upon 21 days advance notice.
8. I understand that meal delivery will take place between 11am-1pm, Monday through Friday (excluding certain holidays). Exact delivery times are not possible due to traffic and weather concerns.
9. I do not require a special diet and understand that substitutions may occur.
10. Milk delivery is an option for \$.60 a day for 2 small milk cartons.
11. I agree that the information provided in this agreement is correct and accurate.

Daily delivery

(Includes one mid-day and one evening meal)

\$15.00 per day

Minimum order of two days per week required (Mon-Fri)

Weekly delivery (Mon-Fri)

(includes one mid-day and one evening meal)

\$65.00 per week

Meal service five days per week (Reflects discount rate of 10%)

Extra meal on Fridays

(for weekend)

\$15 extra day or

\$75 for week if ordering all 5 days plus extra meal on Fridays

Milk Delivery

\$0.60 per day

(2) 8 oz. cartons of 2% Milk

www.NorwoodSeniorsNetwork.org

Effective 1.1.2016 • 6009 N. Nina Avenue • Chicago, IL 60631 • Office: (773) 631-5673 Fax: (773) 631-2275

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HOME DELIVERED MEALS CLIENT AGREEMENT

Client: _____ Home Phone: _____

Address: _____ Cell Phone# _____

City: _____ State: _____ Zip: _____ Physician: _____

Delivery Instructions: Unit # _____

Emergency Contact #1: _____ Phone: _____

Address: _____ Relationship: _____

City: _____ State: _____ Zip: _____

Contact #2: _____

Phone: _____

Address: _____

Relationship: _____

Email Menu to: _____

SEND BILLING TO:

Please Circle Choice(s)

Daily delivery (includes one mid-day and one evening meal)	\$15.00 per day	Minimum order of two days per week required (Mon-Fri)
Weekly delivery (Mon-Fri) (includes one mid-day and one evening meal)	\$65.00 per week	Meal service five days a week (Reflects discount rate of 10%)
Extra meal on Fridays (for weekend)	\$15.00/day	Or \$75 for week if ordering all 5 days plus extra meal on Fridays
Milk Delivery	\$0.60 per day	2- 8 oz. cartons of 2% Milk
Delivery Start Date: _____		# of Meals/week: _____

Client Signature: _____ NSN Signature: _____

Date: _____ Date: _____