

Thank you for your consideration in having The Daily Cup Downtown, LLC
host your company meeting.

We have provided an individual order sheet for your meeting attendees
(DCDT Mtg Pkg Individual.pdf) that does not show pricing. Once you have
all your individual orders together, please fill out the attached summary
order sheet (DCDT Mtg Pkg Summary.pdf) and drop that by The Daily Cup
Downtown, LLC. This way, we can work out any specifics regarding your
order.

Please allow 24 to 48 hours notice on larger orders to allow for the best
service. Any special items (such as birthday cakes, cup cakes, etc.) can
be requested with a minimum 48 hour notice.

Sincerely,

Ken & Denise Parks
Owners
The Daily Cup Downtown
700 Virginia Street, E.
Charleston, WV 25303
www.TheDailyCupWV.com
304*400*4625