



Chatange Entry Clerking Service

Nancy Jenkins

53 North Road, Sandown, NH 03873

(603) 238-2974 (email) entryclerk@chatange.net



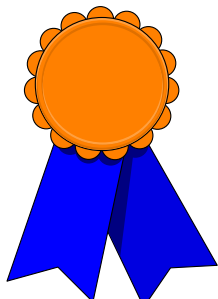
Chatange Entry Clerking Service is a professional entry clerking service offering a variety of show production services. I will take the worry out of many of the administrative jobs that are often difficult. I bring you my expertise after several years of working on CFA shows. I have voice mail messaging, daytime availability to answer phone inquiries, internet access to advertise your show, email to respond to inquiries and a two line plain paper fax machine. I use EntryMax entry clerking software on a new desktop computer and laser printing for your show catalogs and judges books. This software allows the exhibitor confirmations to be emailed saving clubs substantially on postage expense. I can also email the show catalog to the club once the show has closed as well as all other reporting the program allows. I will design your show flyers free of charge. Entry Processing will be offered at the standard professional fee of \$1.35 per entry. Benching, Judges Schedules and Floor Plans can also be done at an additional charge. I have a standard agreement with Copymax for your catalog needs at a greatly reduced price and will assist clubs in their copying needs.

Credentials: Licensed CFA clerk since 1991. Licensed CFA master clerk since 1996. Officiated as show manager and other show committee positions numerous times since 1990. Served as entry clerk for numerous clubs in the New England area for close to 10 years. Experienced in benching, judges schedules and floor plans since 1990. Breeder and exhibitor of birmans since 1990 and have also bred and exhibited Persians, Abyssinians and Japanese Bobtails over the years.

As a cat exhibitor I will be accessible to distribute flyers and collect entries for your show. I will also include flyers of your show in with confirmations of other shows I am contracted for. So if you wish to experience a worryfree show entry clerked by a professional please allow me to take you away from it all.

Sincerely,

Nancy Jenkins



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Contract for Services

This agreement is entered into between Chatange E.C. Services and _____
(Club name)

which will hold a C.F.A. Cat Show at _____ on _____.
(Show Location) (Date)

Chatange E.C. Services agrees to provide the following:

Processing Entries Daily

Judges Scoring Books

Accts Payable after Show

Catalog Printing: Pick up & Delivery of Catalog Materials

Check In Services or Check In Materials

Forwarding Deposits Weekly

Master Clerks Scoring Books

Benching Reports

Catalog Coordination

Ring Clerk Packets

All CFA Required Paperwork

Fees: \$1.35 per entry, plus all expenses: postage, phone, computer supplies, etc.

Additional Charges: Substitutions \$5.00 each or 1/2 club charge;

Fax Entries \$2.00 each of 1/2 club charges.

Additional Services Available: (circle all that apply)

Check In for shows over 120 miles
(includes catalog delivery)

Check In for shows under 120 miles

Benching Services

Judges Schedule

Floor Plans

Show Flyer Design

FEE: Travel Expenses: Hotel, tolls & gas

FEE: Travel Expenses: Gas & Tolls

FEE: \$.35 per entry

FEE: \$.15 per entry

FEE: \$75.00

FEE: no charge (special graphics may be nominal fee)

The Cat Club, listed above, agrees to pay Chatange E.C. Services the agreed fees promptly after the close of the show. The club also agrees to run one 1/2 page advertisement in their show catalog for Chatange E.C. Service at no charge.

AGREED FEES:

\$1.35 + \$_____ additional services circled above = \$_____ per entry

(above Total Fee does not include any additional expenses or fee incurred)

This contract is not cancellable except in the case of extreme illness or emergency on the part of Chatange E.C. Services or in the event that the Show, stated above is cancelled, at which time the alternate party will be immediately notified. Any expenses incurred up to a show's cancellation are still payable.

(Signature of Entry Clerk)

(Signature of Show Management)

(Signature of Club Officer)

(Show Management Capacity)

Club Info Sheet

Please answer the following questions about your upcoming show:

Show Date: _____

Closing Date: _____

Entry Limit: _____

H&H's? yes _____ no _____ ; # of rings judged _____

Entry Fees:

1st: \$ _____

Catalog Included: yes _____ no _____

2nd: \$ _____

Additional: \$ _____

Early Bird: \$ _____

E.B. Closing Date: _____

Other: \$ _____

Dbf Cage: \$ _____

Sales Cage: \$ _____

E.O.R.: \$ _____

Groom Space: \$ _____

Substitutions: \$ _____

Fax Charge: \$ _____

Returned Checks: \$ _____

Late fee Chg: \$ _____

Free double cage? Yes _____ No _____ If yes, what condition?

Junior Show \$ _____ Free Dbf? Yes _____ No _____

Agility fee if entered \$ _____ If not Entered \$ _____

Veterans \$ _____

Show Closing Date: _____

Catalog Ads: Business Card: \$ _____ ¼: \$ _____ ½: \$ _____ ¾: \$ _____ Full: \$ _____

Show Hall Information include full address & phone #:

Show Hotel Information include full address & phone #:

Rings / Judges: please list according to how they will be set up in the hall.

<u>Ring #</u>	<u>Ring Type</u>	<u>Judge's Name</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

Please circle your club's preference below:

Take Online Entries: yes no

Take Fax Entries: yes no

Giving Out Count:

Give To: anyone entered exhibitors only

When: anytime after close only

What #'s: standard detailed

(Standard Count is LH, SH and AB totals only) (Detailed Count is specific breed numbers such as, how many Persian Opens)

(Signature of Show Officer)

(Title)

(Date)

Club Contact Sheet

Please provide the following information about your Club Officers and Show Committee.

Club Name: _____

Club Secretary: _____ Phone: _____

Mailing Address: _____

_____ Email: _____

Show Manager: _____ Phone: _____

Address: _____ Email: _____

Show Secretary: _____ Phone: _____

Address: _____ Email: _____

Show Treasurer: _____ Phone: _____

Address Where Checks are to be sent: _____

_____ Email: _____

Benching Coordinator: _____ Phone: _____

Address: _____ Email: _____

Vendor Coordinator: _____ Phone: _____

Address: _____ Email: _____

Club President: _____ Phone: _____

Club Vice President: _____ Phone: _____

Club Treasurer: _____ Phone: _____

Is there any other club members that I will be working with frequently? If so,

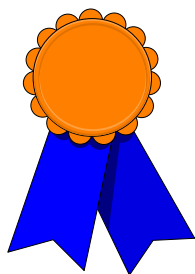
Please give information:

Name: _____ Phone: _____

Position: _____ Email: _____

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Position: _____ Email: _____



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Bill To:

Invoice #	
Date	
Show Date	

Qty	Description	Cost Ea.	Total Cost
	Entry Processing	\$ 1.35	
	Benching	\$.35	
	Judges Schedule	\$.15	
	Substitutions	\$ 5.00	
	Faxed Entries	\$ 2.00	
	Base Supplies; see reverse for details	\$65.00	\$65.00
	Stamps	\$.39	
	Additional postage fees		
	Misc Supplies (Ink, paper, binders)		
	Photocopies: Flyers, etc. (per receipt)		
	Travel Expenses: Gas, tolls, parking		
	Miscellaneous (i.e. floor plan; graphics)		
<i>Sub-Total</i>			
<i>Less Payments</i>			
<i>Total Due</i>			

(Return copy to Chatange Entry Clerking Service upon payment)

Entry Clerking Base Expenses

<i>Paper</i>	<i>\$25.00/10 ream box: \$2.50 per ream x 2 per show</i>	<i>\$5.00</i>
<i>Fax toner</i>	<i>\$covered in fax fee portion collected</i>	
<i>Deskjet Ink</i>	<i>\$29.00 each – ½ cartridge</i>	<i>\$15.00</i>
<i>Phone</i>	<i>\$30 phone stipend no matter how many calls are made</i>	<i>\$30.00*</i>
<i>Envelopes</i>	<i>\$1.00 per box / 1 per show</i>	<i>\$1.00</i>
<i>Check-In/Ring Supplies</i>	<i>labels, index cards, book rings, manila envelopes, etc.</i>	<i><u>\$14.00</u></i>
	TOTAL BASE EXPENSES	\$65.00

(standard supply charge for ALL shows)

Ink usage from laser printer will be prorated according to usage.

This charge is for calls to various show officials during the contractual period.

If CFA does not supply carbonless paper for laser printing the cost of the paper for the judges books, master clerks catalog will be charged to the club.

Binders can be purchased for the judges books at cost per instruction given in writing from the show committee prior to the catalog being taken to the printers.