TIPPING GUIDE

- Tipping is applicable to the purchase amount BEFORE sales tax and delivery charges are added.

- Maximum tip allowed is 20% of the purchase amount. (This does not mean that you always have to tip 20%. If the service was excellent, then 20% might be appropriate. If the service was bad, something less than 20% is appropriate.)
  - Any pre-tax tip < $1 over 20% max = no adjustment necessary to tip amount
  - Any pre-tax tip > $1 over 20% max = adjust tip amount down to 20%

- Be aware of any tip (gratuities, service fee, etc.) automatically added to the bill by the restaurant, which is typical when a larger group of people is being served.

- If purchasing a large catering order, then use discretion or consult Finance for guidance in calculating the tip ESPECIALLY if it is “simple catering”.
  - “Simple Catering” is when the food is prepared at the restaurant and delivered to the event location and the tip would be for the delivery person. For example, a $300 tip (20%) on a $1,500 catering order from Jimmy John’s would be excessive.

Tipping Recommendations:

- Picking up food at vendor instead of having it delivered – No tip necessary

- Simple Catering
  - Is the delivery person bringing a couple items that only requires one trip to delivery location? Or are they required to make several trips to deliver the order? The fewer the trips the less the tip.
    - under $100: Tip $5-$10
    - $100-$500: Tip $10-$15
    - $500 and above: Tip $15-$20

- Restaurant tipping
  - If service was good - 20% max
  - If service was bad – less than 20%