002-17-299-23

From: Lewis, Sarah
To: Madol, Cathy
Cc: Adams, Craig
Subject: RE: Quote for party favours
Date: Saturday, July 23, 2022 12:52:00 PM
Attachments: image001.png
image005.png

Hi Cathy,

Good question for both. [redacted]

s. 29 (1)(a) [redacted]

s. 29 (1)(a) [redacted]

Thanks,
Sarah

SARAH LEWIS (SHE/HER) | SENIOR ADMINISTRATIVE OFFICER

Faculty of Education, ED2012
Memorial University of Newfoundland
T 709 864 4507 | [redacted] | F 709 864 8268 | E sjlewis@mun.ca

s. 40 (1)

From: Madol, Cathy <cmadol@mun.ca>
Sent: Thursday, July 21, 2022 9:12 AM
To: Lewis, Sarah <sjlewis@mun.ca>
Subject: FW: Quote for party favours

Hi Sarah,

Will Angela or Craig be completing the Grant Purchase Requisition?

Also, [redacted] s. 29 (1)(a)

C

From: "Lewis, Sarah" <sjlewis@mun.ca>
Date: Wednesday, July 20, 2022 at 10:16 PM
To: "Hunt, Angela" <angela.hunt@mun.ca>
Cc: "Konechny, Jennifer" <jkonechny@mun.ca>, "Madol, Cathy" <cmadol@mun.ca>
Subject: RE: Quote for party favours

Hi Angela,

s. 29 (1)(a) [redacted] Yes, I agree we should get these favours for conference registrants ordered.

Thanks,
Sarah

SARAH LEWIS (SHE/HER) | SENIOR ADMINISTRATIVE OFFICER

002-17-299-23

Faculty of Education, ED2012
Memorial University of Newfoundland
T 709 864 4507 | [redacted] | F 709 864 8268 | E sjlewis@mun.ca

s. 40 (1)

From: Hunt, Angela <angela.hunt@mun.ca>
Sent: Wednesday, July 20, 2022 2:52 PM
To: Lewis, Sarah <sjlewis@mun.ca>
Cc: Konechny, Jennifer <jkonechny@mun.ca>
Subject: FW: Quote for party favours

Hi Sarah,

What's our budget for this? [redacted] s. 29 (1)(a)

Would be nice to get this order submitted!

Angela

From: Hunt, Angela
Sent: Tuesday, June 28, 2022 10:20 AM
To: Adams, Craig <h55caa@mun.ca>; Lewis, Sarah <sjlewis@mun.ca>; Kelly, Rob <robkelly@mun.ca>
Subject: FW: Quote for party favours

Resending and it looks like I sent it to Craig's inactive email address. Sorry about that!

From: Hunt, Angela
Sent: Tuesday, June 28, 2022 10:04 AM
To: Lewis, Sarah <sjlewis@mun.ca>; Adams, Craig <cadams@mun.ca>; Kelly, Rob <robkelly@mun.ca>
Subject: FW: Quote for party favours

Hi all,

Here's the brochure from Newfoundland Chocolate Company.

s. 29 (1)(a) [redacted]

Angela

From: nick@newfoundlandchocolatecompany.com <nick@newfoundlandchocolatecompany.com>
Sent: Thursday, June 23, 2022 12:26 PM
To: Hunt, Angela <angela.hunt@mun.ca>
Subject: RE: Quote for party favours

Hi Angela ,

Thank you for inquiry!

I have attached a copy of our custom corporate and wedding brochure and with a variety of examples of product and pricing .

002-17-299-23

With all custom design orders there is a flat rate design fee (between $10 and $50 pending on product chosen and the intricacy of the design) and a flat rate print fee of $30.00.

Shelf life varies pending on the product chosen. For examples our boxed chocolates (2 pc , 4pc , 6 pc 15pc 30pc) are 6 months and our 42g Chocolate bars are 2 years.

For turn around, during high season (Christmas Oct 1- Dec 24)) we require 2-3 weeks and in our low season it would be 1-2 weeks.
Of course we will always work with you directly to accommodate your timeline.

We can ship all products and use Canada post for shipping.

Let me know if you have any questions

Thanks

Nick

NEWFOUNDLAND CHOCOLATE COMPANY

Nick MacPherson | Sales Manager
Torbay Road Mall, 141 Torbay Road, St. John's NL, A1A 2H1
T 709. 771 8460 | **Ext** 208
www.newfoundlandchocolatecompany.com

From: Hunt, Angela <angela.hunt@mun.ca>
Sent: June 22, 2022 1:51 PM
To: info@newfoundlandchocolatecompany.com
Subject: Quote for party favours

Hi there,

I'm looking to get a quote on some party favours. Are you able to direct me?

Thanks so much,

Angela Hunt

002-17-299-23



ANGELA HUNT she/her
COMMUNICATIONS ADVISOR
Faculty of Education
Memorial University of Newfoundland
St. John's, NL, Canada A1C 5S7
M [redacted] s. 40 (1)

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu and Inuit of this province.

2002-17-299-23

From: Hunt, Angela
To: Lewis, Sarah
Cc: Adams, Craig
Subject: RE: Quote for party favours
Date: Tuesday, July 26, 2022 9:44:50 AM
Attachments: image001.png
image005.png

Sound good! Thank you, Sarah.

Angela

From: Lewis, Sarah <sjlewis@mun.ca>
Sent: Tuesday, July 26, 2022 9:43 AM
To: Hunt, Angela <angela.hunt@mun.ca>
Cc: Adams, Craig <h55caa@mun.ca>
Subject: RE: Quote for party favours

Hi Angela,

This looks good. I would go one sided with the thank you note on the sticker/logo.

The flavours are good to me, too!

All within budget, how good! ~$1667. Can you ask Jen to do up a purchasing requisition for this once you are comfortable with the layout? Cc to Craig for budget purposes.

SARAH LEWIS (SHE/HER) | SENIOR ADMINISTRATIVE OFFICER

Faculty of Education, ED2012
Memorial University of Newfoundland
T 709 864 4507 | [redacted] | F 709 864 8268 | E sjlewis@mun.ca

s. 40 (1)

From: Hunt, Angela <angela.hunt@mun.ca>
Sent: Tuesday, July 26, 2022 9:31 AM
To: Lewis, Sarah <sjlewis@mun.ca>
Subject: FW: Quote for party favours

Hey Sarah,

Does this sound ok to you? They're mocking something up with our 100 year logo –

s. 29 (1)(a)

[redacted]

As for the chocolates, 2 milk and 2 dark sounds good to me! Does that work for you?

Thanks,
Angela

From: nick@newfoundlandchocolatecompany.com <nick@newfoundlandchocolatecompany.com>
Sent: Friday, July 22, 2022 2:59 PM
To: Hunt, Angela <angela.hunt@mun.ca>
Subject: RE: Quote for party favours

Hi Angela,

Sorry for the delay.

I can have a mock up made for you .

002-17-299-23

Custom tag
Design fee $20.00
Printing
One side $30.00
Double sided $45.00

For chocolates for the 4pc would you like us to choose them? We recommend 2 milk, 2 dark, no nuts , it is always a winner

Quote
200 4pc box @ $7.00ea
Design Fee $20.00
Print Fee $30.00/$45.00
Shipping
Tax

I'll send opver the mock up as soon as it is ready Let me know if you have any quyestions

Thanks

Nick

Nick MacPherson | Sales Manager
Torbay Road Mall, 141 Torbay Road, St. John's NL, A1A 2H1
T 709.579.0099 | **F** 709.579.6304
www.newfoundlandchocolatecompany.com

From: Hunt, Angela <angela.hunt@mun.ca>
Sent: July 21, 2022 8:43 AM
To: nick@newfoundlandchocolatecompany.com
Subject: RE: Quote for party favours

Hey Nick!

These are for a corporate event. It's actually the Faculty of Education's 100 year anniversary and we are hosting a celebration/conference to conclude the year in September.

We would like to go with 200 of the 4 piece boxes. I'm attaching a copy of our 100 year logo for the custom tag. Is there anything else needed from us? Are these double sided?

Thanks so much,
Angela

From: nick@newfoundlandchocolatecompany.com <nick@newfoundlandchocolatecompany.com>
Sent: Thursday, June 23, 2022 12:26 PM
To: Hunt, Angela <angela.hunt@mun.ca>
Subject: RE: Quote for party favours

NOTE TO APPLICANT: The remainder of this thread has been removed as it is already found above in the records.

IAP Office

002-17-299-23

From: Lewis, Sarah
To: Konechny, Jennifer
Cc: Hunt, Angela; Adams, Craig; Madol, Cathy
Subject: RE: 100th conference - swag - UPDATE
Date: Tuesday, July 26, 2022 2:28:00 PM
Attachments: image003.png

Thank you for all this. I discussed with Gerald:

- [redacted] s. 29 (1)(a)
- s. 29 (1)(a) [redacted]
    - Angela will do the graphic for 5x7 tabletop schedules – Jennifer can you get the plastic stand style picture frames for the tables? Craig can advise on the number of tables closer to the event. You can do a purchasing req now and pick them up on your pcard closer to. Also funded through VP office special award 40938.

- The committee members will follow up on the shirt sizes and quantity. I will ask Craig to take the lead on that from his end. [redacted] Purchasing req needs to be completed. 281426 conference registration fund.
  s. 29 (1)(a)
- Proceed with the chocolates order, please. Angela will give you the go ahead when she's settled on the logo graphic with NL Chocolate Company. Jen, please do a purchasing requisition from the VP special award 100001-40938-A-1009.

SARAH LEWIS (SHE/HER) | SENIOR ADMINISTRATIVE OFFICER

Faculty of Education, ED2012
Memorial University of Newfoundland s. 40 (1)
T 709 864 4507 | [redacted] | F 709 864 8268 | E sjlewis@mun.ca

From: Konechny, Jennifer <jkonechny@mun.ca>
Sent: Monday, July 25, 2022 2:06 PM
To: Lewis, Sarah <sjlewis@mun.ca>
Cc: Hunt, Angela <angela.hunt@mun.ca>
Subject: 100th conference - swag - UPDATE

Hi Sarah

s. 29 (1)(a)

Shirts: [redacted] - the new quote is attached. Once we know volunteers, we will need sizes to send to the vendor ASAP (due to worldwide product shortage). I checked with a couple of other companies – Imprint came in with the best pricing.

s. 29 (1)(a) [redacted]

Lanyards: Angela asked me to try to set up the QR code (seems like a simple online app). I will need to know where

NOTE TO APPLICANT: The remainder of this thread has been removed as it is not responsive to the wording of the request.

IAP Office

For Your Entourage

Don't leave anyone out with our pre-made wedding kit! Available for each member of your wedding party in any desired quantity.

$4.50 each



For Your Family

Let your loved ones know how much you appreciate everything they've done for you with our decadent boxed chocolates featuring a specially made sleeve.

$23.95 each



Catering

TRUFFLE DIPPING
Truffles freshly dipped in melted milk, dark or white chocolate by one of our Chocolatiers.

CHOCOLATE BUFFET
Choose from a selection of our finest chocolates for your guests to enjoy.



Workshops



Our Chocolatiers will lead you through a journey of chocolate discovery in our professional studio.

CHOCOLATE WORKSHOP
A fun activity for your group or family.

TRUFFLE MAKING
Learn how to make your very own truffles!

DISCOVER CHOCOLATE
The perfect introduction to chocolate making!
*Pricing dependant on size of group.

ARTISAN CRAFTED

NEWFOUNDLAND
CHOCOLATE
COMPANY

• EST 2008 •





Let us help you create sweet memories

002-17-299-23

002-17-299-23

Wedding Favours

Of all the things you have to do, let us make your favours an easy and delicious choice.
Our team will work with you to create beautiful and personalized favours for your special day!



Mini Bars

These mini bars may be small in size, but they're packed with all of the delicious flavours you know and love!

QUANTITY	50–100	101–500
PRICE PER UNIT	$2.00*	$1.75

*Additional $20 short run print fee applies on orders less than 100.



Row House Bars

Not only do our row house bars come in a wide selection of flavours, the personalization is endless!

QUANTITY	50–100	101–500
PRICE PER UNIT	$4.25	$4.00



NL Sayings Bars

These popular bars make for excellent conversation with endearing Newfoundland expressions and phrases!

QUANTITY	50–100	101–500
PRICE PER UNIT	$5.00	$4.75



Duo Chocolate Box

Our two piece chocolate box features hand crafted chocolate in your choice of flavours!

QUANTITY	51–100	101–500
PRICE PER UNIT	$4.50	$4.25

4 piece & 6 piece boxes also available.



Design fees apply to custom orders.

Rush charges will apply to printing services requested within 7 days of due date.

Bulk pricing on our standard product available.

Contact us at 709.579.0099 or email
sales@newfoundlandchocolatecompany.com
www.newfoundlandchocolatecompany.com

002-17-299-23

MEMORIAL UNIVERSITY

Bank of Montreal Account Statement

BMO Statement for Sonya Power
Statement Period 07/26/2022 to 08/25/2022

Printed On: 09/09/2022

Current Balance: **$7,217.47**
Previous Balance: **$0.00**
Card Number: [redacted] s. 35 (1)(b)
Company Unit: **40900**

Trans Date	Trans Detail / Tax Code	Receipt / Tax Amt	Amount(CAD) / Tax Excl. Amt

non-responsive

[redacted]

002-17-299-23



non-responsive

08/23/2022	Newfoundland Chocolate	☐	$ 1,667.50
	NL: HST	217.50	$ 1,450.00

Fund: 100001 Organization: 40938 Account: 70018
Program: 1009 Activity: – Location: –
Requisition: –

Purchase Newfoundland Chocolate - 100th Anniversary Event - Conference on September 16 and 17, 2022 - chocolates for attendees

* Indicates a personal transaction

s. 40 (1)

On Completion:

Cardholder Signature: [redacted] **Date:** Sept. 9/22

Approver Name: Sarah Lewis

Approver Signature: [redacted] s. 40 (1) **Date:** 09/09/22

002-17-299-23

RECEIPT

Newfoundland Chocolate Company Inc.
141 Torbay Road
Torbay Road Mall
St. John's, Newfoundland A1A 2H1
Canada

Receipt No.: 92313MC
Aug 23, 2022

Amount Received $1,667.50

From:
MUN - Faculty of Education
323 Prince Philip Drive
St. John's, NL A1C 5C7

Signature _____

Newfoundland Chocolate Company Inc.

MUN - Faculty of Education — Aug 23, 2022 — Receipt No.: 92313MC

	Discount	Amount Received		Discount	Amount Received
13600		1,667.50			
				Total	1,667.50

Newfoundland Chocolate Company Inc.

MUN - Faculty of Education — Aug 23, 2022 — Receipt No.: 92313MC

	Discount	Amount Received		Discount	Amount Received
13600		1,667.50			
				Total	1,667.50

002-17-299-23

FACULTY OF EDUCATION GRANT PURCHASE REQUISITION

(Please print or type)

Researcher: Intaked by Sarah Lewis, SAO Phone: _____

Grant No: ☐ 4 0 9 3 8 100001-40938-70018-1009

Vendor Name: Newfoundland Chocolate Company

Vendor Address : 141 Torbay Road, St. John's, NL A1A 2H1

Vendor Contact Name: Nick Email/Ph: nick@ newfoundlandchocolatecompany com

	Quantity	Cat/Stock No.	Description	Unit	Total
1.	200		4 pc Custom Chocolate Boxes	$ 7.00	$ 1,400.00
2.			Design Fee	$	$ 20.00
3.			Printing	$	$ 45.00
4.				$	$
5.				$	$

Please provide a ***detailed*** explanation of why each item is required and how it will be utilized for the funded research.

HST $ 219.75

TOTAL $ ~~1,684.75~~ 1667.50

1 100th Anniversary - ATime! event. Chocolates for attendees.

2

3

4

5

Researcher Signature: Sarah via email Date: July 26/22

Admin Signature: [redacted] s. 40 (1) Date: August 18/22

Admin Use: Grant End Date: Dec 31/21 Extending due to Pandemic Tri-Agency ruling ☐ Item # _____

Budget checked, and funds available as indicated as of: $10,000 Initials _____

1 ☐ $_____ 2 ☐ $_____ 3 ☐ $_____ 4 ☐ $_____ 5 ☐ $_____



TRUFFLE DIPPING

Truffles freshly dipped in melted milk, dark or white chocolate by one of our chocolatiers.



DISCOVER HOW IT'S MADE!

Step into the magical world of chocolate creation with a (1 hour) tour of our chocolate factory! We'll take you right to the factory floor so you can see, hear, smell and experience chocolate being handmade and decorated right in front of your eyes!



CHOCOLATE BUFFET

Choose from a selection of our finest chocolates for your guests to enjoy.

TEAM BUILDING & EVENT CATERING

Step into our professional studio for fun, team building workshops. We can also join on site for these sessions.

Have an upcoming corporate function, mixer, gala or grand opening? Choose from a range of offers that can elevate your event and the experience for your guests!







For more details, contact us at 709.771.8460
sales@newfoundlandchocolatecompany.com
www.newfoundlandchocolatecompany.com

002-17-299-23

002-17-299-23

SIGNATURE SERIES

Choose from six of our delicious signature boxes with a customizable sleeve. The perfect gift for showing your appreciation!

	50-100	101-500	500+
15pc Box	$22.00	$20.00	$18.00
30pc Box	$37.00	$35.00	$33.00







CUSTOM BOXES

Fill these boxes with chocolates of your choice and customize with your brand or message!

	50-100	101-500	500+
2pc Box	$4.50	$4.25	$4.00
4pc Box	$7.75	$7.00	$6.25
6pc Box	$10.00	$9.50	$8.75









PREMIUM BOXES

Our finest chocolates in beautiful new packaging!

Little Trinity 45pc Box | $64.95
Grand Trinity 90pc Box | $109.95





MINI BARS

These sweet little bars are great for promotional use and turn-down service.

50-100	101-500	500+
*$2.00	$1.75	$1.50









ROW HOUSE BARS

A fantastic choice for favours, thank-yous and more! Fully customizable and available in a variety of delicious flavours.

50-100	101-500	500+
$4.25	$4.00	$3.75

6 Pack Cocoa Bean Row Bar Set | $23.95

















NL SAYINGS BARS

These popular bars with fun Newfoundland phrases, make for excellent conversation during events.

50-100	101-500	500+
$5.00	$4.75	$4.50

6 Pack NL Sayings Bar Set | $27.50



*Custom sleeve wrap available.





















GIFT BASKETS

A selection of our finest artisan crafted products.







Small | $49.95 **Medium | $74.95** **Large | $99.95**

*Custom basket options are also available.

SNACKS & KITS

Choose from our selection of snacks and kits or customize specifically for your event.

Taste of Home Kits
6 piece box of Jigs & Reels Chocolates, 1 NL Saying Bar, 1 George Street Bar, 1 Taste of Home Bar, Beach Pebbles, Bergy Bites, and a Chocolate Moose Lolly.

Emergency Kits
15 Piece Box of Chocolates, Coffee Hazelnut Hot Chocolate, Keep Calm Bar, Row House Bar, NL Sayings Bar, Toffee Crunch Bar, plus 5 Chocolate Minis.





*Design and print fees apply to all product label customization.

002-17-299-23

FACULTY OF EDUCATION GRANT PURCHASE REQUISITION

(Please print or type)

Researcher: Initaled by Sarah Lewis, SAO Phone: _____

Grant No: ☐ 4 0 9 3 8 100001-40938-70018-1009

Vendor Name: Newfoundland Chocolate Company

Vendor Address : 141 Torbay Road, St. John's, NL A1A 2H1

Vendor Contact Name: Nick Email/Ph: nick@ newfoundlandchocolatecompany.com

	Quantity	Cat/Stock No.	Description	Unit	Total
1.	200		4 pc Custom Chocolate Boxes	$ 7.00	$ 1,400.00
2.			Design Fee	$	$ 20.00
3.			Printing	$	$ 45.00
4.				$	$
5.				$	$

HST $ 219.75

TOTAL $ 1,684.75

Please provide a ***detailed*** explanation of why each item is required and how it will be utilized for the funded research.

1 100th Anniversary - ATime! event. Chocolates for attendees.

2

3

4

5

Researcher Signature: Sarah via email Date: July 26/22

Admin Signature: [redacted] s. 40 (1) Date: August 18/22

Admin Use: Grant End Date: Dec 31/21 Extending due to Pandemic Tri-Agency ruling ☐ Item # _____

Budget checked, and funds available as indicated as of: $10,000 Initials Cdm

1 ☐ $_____ 2 ☐ $_____ 3 ☐ $_____ 4 ☐ $_____ 5 ☐ $_____