



4796 Niles Buchanan Rd. Buchanan, Michigan 49107 -(269) 409-6090  
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### **Wedding Policy & Contract**

Thank you for your interest in having our experience and professional design handle your wedding flowers! My team and I have been trained previously to handle all types of floral arrangements including weddings of all design styles and sizes. Our ultimate goal is directed toward making your special day the way you dreamed it would once be, and for your wedding flowers to bring a memorable experience you will keep with you forever.

### *Reserving your Date...*

In order to give your wedding complete attention that you deserve, I require a \$300 non-refundable deposit. This deposit will be applied to the total cost of the wedding.

A deposit needs to be made no later than a month before the wedding date. Flowers by Anna takes a few weddings per day and can only be reserved by placing the deposit amount along with the back page of this contract filled out and signed. Once we receive that, you are booked and can make changes as needed up to a month before your wedding date.

### *Wedding Consultations...*

To provide you with the very best service, all wedding consultations must be made in advance with a scheduled appointment. I have found that the best place to start your consultation is for the bride to bring pictures found from Pinterest or any other website, notes, fabric swatches, and any other ideas. Therefore, we are able to develop a starting point to create that vision that you are after for your big day. After our initial meeting a file is set up for the bride and all details/pictures/swatches are well organized together. Please note these consultations take about an hour. If we need to meet again after the initial meeting further down the road to make changes, etc, please have your notes ready of what you would like to discuss in our meeting. I do not charge for consultations, however, we appreciate quick meetings as our time to run the daily shop is also very important.

### *Wedding Prices and Quotes...*

- I personally recommend that you and your family come up with a budget for me to work in. Therefore, I can adjust your flower choices accordingly to your budget and still give you the look you want.
- Weddings are extremely labor intensive and custom designed; special charges may be required under certain circumstances. However, any extra charge will be communicated in advance before the wedding total is discussed.
- I strive to be practical in my estimates and my suggestions. Fresh flower availability is dependent on many items including: weather conditions, and wholesale markets. In the case of shortage or flower availability, I will communicate issues like this with you ASAP and we can make a cost effective decision based on the circumstance.
- A supply charge will be added onto the quote. This will be figured by how much supplies will be used to design the overall wedding flowers.

## A Month Before the Wedding...

I will personally call the bride or whomever is in charge a little over a month before the wedding to finalize all details one last time, to make sure everything is correct and ready to be ordered. **A month before the wedding is the due date for any balances remaining.** At this time, we need to finalize a time for delivery & set up (if we are doing that). After we finalize, NO changes can be made to your flower order, due to the fact that flowers are ordered a month in advance through many different farms. I recommend that you request for your RSVP's to come in sooner than a month before the wedding, OR plan for extra centerpieces incase you do not have all of your RSVP's in yet. If balance is not paid by the due date, a \$10 fee per day it is late will be added to the total.

## On the Day Before Your Wedding...

I recommended that the bride schedule a time to meet with me to inspect the arrangements and give the final approval that everything meets their needs. At this time, I can make any last minute changes if needed with the product we have ordered. I want everything to be just the way the bride imagines it to be, and this day is intended for that. I understand the day before the wedding is a bit stressful and a meeting cannot be made in certain circumstances. In this case, if you still would like to see your flowers I would be more than happy to text or email a picture of everything to you. We will not send photos of your wedding flowers unless we are asked to ahead of time.

## On the Day of the Wedding...

My job is to help make your day beautiful so you and your family have one less thing to worry about. There is an extra cost for delivery and set-up, but I highly recommend doing so in order to make sure everything is where it should be and there on time! Prices are based upon mileage, and per hour rate. Please keep in mind, we only deliver and set up weddings totaling \$1,000+. **Set-Up is FLORAL set up only. Please do not expect us to set up all the other small décor details for you, like tablecloths, candles, table numbers, etc.** If you choose to pick up your flowers, we are not held responsible to what happens when they leave our store. The freshness and quality will be guaranteed as long as directions are

followed of how to store the flowers and how to take care of them. If we are delivering and setting up your wedding flowers, we are not responsible if anything happens to your flowers once delivered. We will be there on time, make sure they are put where you asked us to put them, and freshness and quality will be guaranteed when we leave the venue. Your flowers will last through the wedding and hopefully several days after the wedding as well, if directions are followed.

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**My Terms:**

1. \$300 non-refundable deposit (applied to wedding total) is made to hold your wedding date.
2. **The complete total is due 30 days BEFORE your wedding date.** No refunds will be given for deposits under any circumstance.
3. Any change needs to be communicated with me 30 days BEFORE your wedding date when I call you to finalize. Also, an appointment to view the flowers the day before must be made if doing so 30 days before the wedding.
4. Most importantly, please enjoy your day! I would appreciate any emails, calls, letters, reviews, or pictures telling me about your big day!!

**Forms of Payment:** Cash, Check, Credit Card, or Venmo

(Venmo name: Anna Gordon, username: @flowersbyanna)

**\*\*If paying with a credit card 4% will be added onto total payment.**

**Please make checks payable to:**

Flowers by Anna

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## Wedding Information:

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

Reception Location: \_\_\_\_\_

How did you hear about Flowers by Anna?

\_\_\_\_\_

I have reviewed this Wedding Policy & Contract and agree to its terms\*:

Signature of Customer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Designer: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY:

DEPOSIT AMOUNT: \_\_\_\_\_

CHECK #: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_