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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 to handle all types of floral arrangements specializing in weddings of all design styles and sizes. Our 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.

### *Wedding Pricing and Quotes*

I personally recommend that you and your family come up with a budget for flowers. When having a budget, I can adjust your flower choices accordingly up front and still give you the look you want. Please communicate that budget prior to consultations so I know what to recommend and are not having to redo multiple quotes.

I strive to be practical in my estimates and my suggestions. Fresh flower availability is dependent on many items such as, weather conditions throughout the country, wholesale markets worldwide, labor shortages, as well as supply and demand. In the rare case of a flower shortage or specific flower unavailability, as professionals in the flower industry, we will find the best suitable solution that is most comparable while maintaining your overall detail and style. If a situation like this may come up, you can rest assured that we will always choose a comparable flower that will also be in the same price range so there are no extra costs to you. If the options available are only more expensive routes, we will contact you to decide which route to go together.

### *Wedding Consultations*

To provide you with the very best service, all wedding consultations must be made in advance with a scheduled appointment. Please note consultations take about an hour. The best place to start your consultation is to have a good idea of what style and color scheme you like best. Having a few photos of this style helps us develop a starting point to create

that vision that you want for your wedding day. During the initial consultation, we will go through all details of the wedding that may require floral and will take specific notes of what we talk about in our meeting. You should expect your full wedding flower quote within a week from meeting. Quotes are sent via email. In your quote you will see a \$30 service fee. This is a standard fee we put on all of our quotes, as we do not charge by the hour for any additional edits you will need to make to your order and the time that we spend redoing quotes, and ordering your flowers on the backend.

## *Reserving Your Date*

We require a \$300 non-refundable deposit to book your wedding date with us.

This deposit will be applied to the total cost of the wedding.

Our services for your wedding will ONLY be reserved by placing the deposit amount along with the back page of this contract filled out and signed. Once we receive those two items, you are considered booked and can make changes if needed up to a month before your wedding date. Putting a deposit down to hold your date does not mean what we talked about is final, you are able to make necessary changes to your order even after booking. Please make sure we are available for your event date before placing the deposit as we communicate with several clients at a time, and reserving our services is a first come first serve basis.

## *A Month Before the Wedding*

Time to finalize! We will reach out to you a month before the wedding to finalize all details, and 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 & floral set up as well. After we finalize, NO other changes can be made to your flower order. We always order wedding flowers a month in advance so that we will have first availability of product needed through the many different farms that your flowers will be coming from. I HIGHLY 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. Extra centerpieces can always be placed on all the "extra tables" such as a gift table, bar, seating chart table, etc. Either way you choose, we will need to finalize every detail a month before the wedding, no exceptions. If you are bringing any items to us to incorporate in our designs such as vases, etc. we will need those items at least a week before the wedding. If we do not have the items before the week of the wedding, we will not be utilizing them. We encourage you to bring those items when you have them, we have a specific storage space for them. Please make sure your items are in a box labeled with your wedding date and name.

If balance is not paid by the due date, you are taking the risk for your flowers to not be available for your wedding. We do not order any of the flowers until the full balance is paid.

## *On the Day of the Wedding*

Our job is to help make your day professionally beautiful, so you and your family have one less thing to worry about. There is an extra fee for delivery and floral set-up, but I highly recommend having us do 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. unless you are renting those items from us. Tablecloths, runners, and arch drapery should already be placed prior to our arrival. If you choose to pick up your flowers, we are not held responsible to what happens when they leave our store. If you are picking up, you will need to sign off that everything is correct and looks good. If we are delivering and setting up your wedding flowers, we are not responsible if anything happens to your flowers after we leave. We will be there on time, make sure they are placed where they need to be, and freshness and quality is the best it possibly can be.

## *Payments*

As mentioned, to book your wedding with us we only require a \$300 non refundable deposit. However, you are welcome to put down more if you prefer. We also do not require other payments to be made, until balance is due 30 days before the wedding. If you would rather make payments before the final due date, you are welcome to do so. No refunds will be given for deposits under any circumstance. If a wedding has to be rescheduled, we will not refund any payments made. We will simply move any payments previously made to a new rescheduled date (as long as we have it available). A new date for rescheduling must be within a year of original date chosen. Canceled weddings will not be refunded any additional payments paid, unless canceled 6 months prior to wedding date.

**Forms of payment we accept: cash, check, Venmo, credit or debit card.**

Venmo name: Anna Gordon, @flowersbyanna

Checks payable to: Flowers by Anna

# WEDDING INFORMATION:

BRIDE:
GROOM:
EMAIL:
PHONE #:
WEDDING DATE:
CEREMONY LOCATION:
RECEPTION LOCATION:
HOW DID YOU HEAR ABOUT FLOWERS BY ANNA?

I have read this Wedding Policy & Contract and agree to its terms:

(print name): \_\_\_\_\_

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

(sign name): \_\_\_\_\_

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

## OFFICE USE ONLY:

**DEPOSIT AMOUNT:** \$ \_\_\_\_\_

**FORM OF PAYMENT:**    check #:            Cash            Venmo            CC

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