

## Information about Wedding Flowers

Hunter Valley Wedding & Event Flowers take immense pride in the preparation and presentation of wedding bouquets and flowers. This document is designed to give a bride (to be) and her fiancée some information about what they can expect from us and what we require from them.

- Brides (and anyone else she wishes to bring), are asked to make an appointment for a consultation to discuss the flowers.
- Detailed notes will be taken regarding your preferences and any specific instructions.
- Within one week of the consultation a full written quote will be forwarded to the bride. Quotes and consultations are free, as is one revised quote. Any further revisions will incur a \$20 fee. (not including, colour changes)
- Upon receipt of the quote, it is appreciated if the bride could contact us within one week, and confirm their intentions of using our services, on the chosen date. A non-refundable \$50 deposit becomes payable immediately. The deposit secures the date for the bride, this is very important as we limit weddings each weekend to ensure we are able to give you get our full attention.
- If a deposit has not been received within one month from the date of the quote, the date will be forfeited.
- Quotes include satin edged organza ribbon on bouquets, if a specific ribbon is requested it would need to be provided and delivered to us at least one week prior to the wedding
- All attempts will be made to obtain the colours and types of floral materials requested. However, brides need to understand that flowers and other floral materials are seasonal and that seasons vary. Sometimes the colours requested are not available. Substitutes will be similar (as close as possible) for flowers and floral material, and if they are significantly different contact will be made with the bride to seek any further instructions.
- Construction of bouquets and other floral adornments and arrangements will be precisely as the bride instructs. Brides again, need to understand that individual flowers, bouquets and arrangements all vary to some degree. Their individuality is what makes them unique for you alone.
- A throwaway bouquet, matching with the theme is provided for FREE.
- 50% of the total amount is due to be paid one month prior to the date of the wedding. If the wedding is cancelled after this date, the 50% is non-refundable. This has become necessary as only limited weddings are accepted for each date and other bookings may have been turned away to accommodate you.
- If you are supplying your own vases, they need to be washed and any unwanted labels or stickers removed

- Wedding flowers will not be delivered/collected unless the final payment in full has been received. If paying by cheque, I require payment at least two weeks prior to the wedding to allow the cheque to clear. If paying by direct deposit, credit card or cash payment it is expected at least one week prior. Brides can make regular payments if they wish to pay off their wedding flowers. In some circumstances, cash only, would be accepted on the day, but, this has to be previously arranged.
- All flowers will be delivered in the best condition possible. A small delivery fee applies.
- Flowers will be packaged in a manner which best protects them from damage and instruction will be given to the person in whose care they are placed in. Once that person has taken delivery of the flowers no responsibility will be taken for any damage sustained.
- If the flowers are being picked up, a station wagon, 4wd or similar is best, as flowers are usually packed in large boxes to protect them.
- Sometime after you're wedding I would appreciate a note and possibly a photograph, just to say how things went.
- Quotes are prepared as a package with regards to pricing. If a major component of the wedding is removed, (ie bouquets, or table arrangements), prices will have to be renegotiated.

## Quote Acceptance/Agreement Form

(to be returned with the \$50 deposit)

Wedding Date:.....

Brides Name: .....

Grooms Name:.....

I/we would like Hunter Valley Wedding Flowers to prepare our wedding flowers.

I/we have forwarded the \$50 **non-refundable** deposit.

I/we acknowledge receipt of the information sheet and understand it forms part of this agreement.

I/we understand that 50% of total amount of the quote is due on .....(one month before the wedding date). I/we also understand that if the **wedding is cancelled after this date, the 50% is non-refundable.**

Signature/s.....

Date:.....