



# AGREEMENT OF SERVICES

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## Event Information & Client Profile

Client(s) Name: \_\_\_\_\_

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

*Presented By: AC DJ's - DJ Adam Finger, President  
308-310 West Broad St, Suite #102. Quakertown, PA  
Phone: 215-804-5720 [info@acdjs.com](mailto:info@acdjs.com)*

## **AGREEMENT OF SERVICES**

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*Thank you for choosing AC DJs to provide musical entertainment for your event. Once you have picked a date please complete the enclosed forms and return them with a deposit and any additional information needed for your event.*

## **TERMS AND CONDITIONS**

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- The client is in charge of the music selection and the order of events. Please provide play list at least two weeks prior to the event date. DJ will play as many songs as possible in the time permitting.
- The client agrees to provide a sufficient electrical power supply outlet within 25 feet of the designated setup location and one six foot table.
- If the setup location is outside, the client agrees to provide adequate shelter to protect the equipment from adverse weather conditions.
- The client agrees to pay a 50% deposit to reserve the event date. In the event of a cancellation, the deposit and all payments are non-refundable. Balance due two weeks prior to event. Payment for unexpected overtime is due immediately upon conclusion of the event.
- Please notify AC DJs of any conditions that will hinder setup (steps, no loading zone, outside setup). AC DJs reserves the right to substitute DJ's where necessary.

*In the event that state taxation laws change to require us to charge taxes on services offered, AC DJs will include tax on all services. At this time there are no additional taxes.*

## **TIPS TO A SUCCESSFUL PLAYLIST**

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*Choose music that everyone will like. If you know your guests' musical tastes, then select some music or artists that you know a lot of them will like. Try to create a playlist of music that suits your desired atmosphere. Remember to keep us and any other hired help informed of the day's activities. This will help make everything flow smoothly.*

Printed Name(s): \_\_\_\_\_

Client Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CLIENT PROFILE**

Client Name(s):		
Client Phone #:	(    ) _____ - _____	May we text you? (N / Y)
	(    ) _____ - _____	May we text you? (N / Y)
Client Address:		
Client Email:		

**EVENT SUMMARY**

Event Date:	
Event Start & End Time:	
Event Type:	
Venue & Location:	
Venue Contact:	

**SPECIAL INSTRUCTIONS**

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**PRICING**

Event Price / Package:

Additional Service Price:

Lights: Number of Units: Color(s):

Video Screens: Number of Units:

Travel:

Photo Booth:

Discount:

**TOTAL PRICE:**

Deposit: Date Paid:

Payment: Date Due: Balance Due:

Payment: Date Due: Balance Due:

Payment: Date Due: Balance Due:

**BALANCE DUE:** Date Paid In Full:

*\*\*\*First Payment Due 6 Months after booking, equal to 50% of remaining balance.\*\*\**

*\*\*Balance due at final consultation\*\**

**PRINTED Name(s):**\_\_\_\_\_

**CLIENT INITIALS:**\_\_\_\_\_ **Date:**\_\_\_\_\_

*\*\*\*Please make check payable to AC DJs. & indicate "deposit or balance" in memo space.\*\*\**

*\*\*\*service charge of 3.5% will be applied to all Credit Card transactions\*\*\**

*\*A \$35 fee will be charged for any returned check, Balance then must be paid in cash or via Credit Card\**

**THANK YOU FOR CHOOSING AC DJs.**

*Don't forget to visit us at [acdjs.com](http://acdjs.com)*