

VIP Enterprises World Wide, LLC  
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Decatur, Georgia 30035  
404-236-9423  
VIPStudiosATL.com  
[VIPAtlanta@aol.com](mailto:VIPAtlanta@aol.com)  
[VIPStudiosATL@Gmail.Com](mailto:VIPStudiosATL@Gmail.Com)

Hello "CLIENT",

Thank you for selecting VIP Studio's for your event needs. I have attached a worksheet of your rental cost breakdown. Look it over and make sure everything is accurate. Let me know if I need to make any corrections. ***I will need a signed copy of this form. Your day is not reserved until you have paid your deposit according to the terms and signed the rental worksheet and we have received it in our office.*** You can make Payment thru **CashApp**: 404-236-9423/\$VIPENTWW or 404-246-8802. You may also use **Zelle** by using the payee phone number of 404-246-8802 or "VIPAtlanta@aol.com". If you would like to pay your deposit at the studio office, please feel free to contact me to schedule an appointment. You can pay at the studio office by cash, money order or a local bank check and I will provide you with a receipt.

You ***MUST*** have the balance paid in full a ***minimum of 45 days*** prior to your event date and is ***NON-REFUNDABLE.***

**Events not paid in full within 45 days of event date** – If someone pays for the day in full that you have reserved for your event, you will be contacted at the contact information you provided. If you're unavailable, a message will be left, and you will have 48 hours to make full payment or that day will be given to the new client whom has already paid for it in full.

**You must complete your final contract signing and walk-thru at least 1 week prior to your event. Please call to schedule an appointment.**

***Cancellation Policy: 50% forfeiture on all payments received 90 days prior to event date. We send out all payables to accounting on the 1<sup>st</sup> of the month and any refunds may take up to 45 days before your money is returned. No refund on any payments 45 days prior to your event.***

Any questions, please feel free to give me a call.

Thank you,  
Michelle White  
VIP Studio's  
Event's Manager  
404-236-9423  
VIPStudiosAtl.com