|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Today’s Date:** | |  |  |  |  |  |  |  |  | C:\Users\Kerrilyn\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Logo (1).png |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Name:** | |  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Spouses Name:** | |  |  |  |  |  |  |  |  |  |  |
| **(if applicable)** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Phone Number(s):** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Email Address:** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Contact(s) name, email,** | |  |  |  |  |  |  |  |  |  |  |
| **and number if different:** | |  |  |  |  |  |  |  |  |  |  |
| **person to be contacted** | |  |  |  |  |  |  |  |  |  |  |
| **if requestor is not available** | |  |  |  |  |  |  |  |  |  |  |
| **on the date of the event** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Date of Event:** | |  |  |  |  | **Type of Event:** | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Time of Event:** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Complete Address** | |  |  |  |  |  |  |  |  |  |  |
| **and phone number** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Theme for the Event:** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **If there is no theme for your event would you like for a theme to be created for the event?** | | | | | | | | | **YES** | **NO** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Theme Given:** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Color Scheme for the Event:** | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Design Selection:**  **Order Form:** | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Wedding Party Glasses** | | |  |  |  |  |  |  |  |  |  |
| Bride & Groom Glasses (only) $45.00 | | With wedding party glasses $30.00 |  |  | *Deposits are required for all orders, with half due upon initial order request.* | | | | | | |
| Wedding Party Set | | Starting at $25.00 |  |  | *Deposits will secure the date requested, in the event of cancellation the deposit* | | | | | | |
| Wedding Party 2 Sets | | Starting at $45.00 |  |  | *will be returned within 1 week of order being placed. Once work has begun* | | | | | | |
| Wedding Party 4 Sets | | Starting at $65.00 |  |  | *on your order, the deposit will not be returned and will be applied to the total* | | | | | | |
| Wedding Party 6 Sets | | Starting at $85.00 |  |  | *cost of the order placed. There will be no refunds after the first week. First set of* | | | | | | |
| Wedding Party 8 Sets | | Starting at $105.00 |  |  | *glasses will be completed to ensure customer satisfaction. Afterwards order processing* | | | | | | |
| (additional sets of 2) | | $15.00 ea. |  |  | *will begin. Payment balance is due 2 weeks before the date of the event or upon* | | | | | | |
|  |  |  |  |  | *completion of the order and must be paid off in cash only.* | | | | | |  |
|  |  |  |  |  | *Thank you for your order!* | | | | | | |
| ***Table Centerpiece prices are determined based on event and type of centerpiece required and therefore require consultation.*** | | | | | | | | | | | |
| ***After the first week, a center piece will be completed and a second consultation will be required to ensure customer satisfaction*** | | | | | | | | | | | |
| ***and to place final order. NO REFUNDS WILL BE GIVEN AFTER THIS TIME FOR ANY EXCEPTIONS.*** | | | | | | | | | | |  |
| ***Thank you for allowing me to Bless you with a KA Design from ARK of Elegance***  ***Feel free to contact Lyn @ 586-467-5994*** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

***Referred By:***

**SERVICE AGREEMENT**

**Centerpieces for wedding receptions or other event types are priced depending on the type of centerpiece desired, the decoration that will accompany the centerpiece on the table, the type of filler used inside of the vase, and the total number of centerpieces required for the event. Additional set-ups are additional fees such as table clothes or table runners to dessert tables and full event set up. (Full event set-up is not the set-up of the centerpieces requested for the date of the event.) All requested set-ups and take downs are included in your price and will be done by the designer and anyone on the design team ONLY!!! In the event any of the centerpieces are damaged or any parts of a centerpiece is missing during the hosted event the $100.00 deposit will be forfeited. Wedding glasses are made to be used the day of the event and are afterwards designed to be a keepsake. The designer is not responsible for any damage to the glasses if used regularly after the date of the event. All prices and costs associated with the event are disclosed during the consultation and have been discussed and agreed upon by the purchaser and the designer and no additional fees or charges will be added other than those discussed if damage occurs during the event. Once pack up and inspection has been completed and its determined there is no damage to any of the centerpieces, the $100.00 deposit will be returned to the customer.**

**\_\_\_\_\_ I agree I was notified that all centerpieces will be set-up and taken down by the designer or anyone apart of the designer’s team only.**

**\_\_\_\_\_ In the event any of the centerpieces are damaged or any parts of a centerpiece is missing during my event I will lose my $100.00 deposit paid in advance. If there has been no damage to any of the centerpiece my $100.00 deposit will be returned within 24 hours after tear down has been completed and all pieces inspected.**

**\_\_\_\_\_ I understand wedding glasses are made to be used the day of my event and are afterwards designed to be a keepsake. The designer is not responsible for any damage to the glasses if used regularly after the date of my event.**

**\_\_\_\_\_ If for any reason I am not fully satisfied with the initial set created, the designer will be notified immediately prior to my entire order being completed for changes to be made. If the designer is not notified and my order is complete, I am responsible for the full balance of the payment 2 weeks prior to my scheduled event.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Kerrilyn A. Hayes-Crocker*