



Letter of Agreement

Terms: Payments must be made in cash, check, credit card, or money order. The deposit amount will be provided with your proposal. Receipt of the deposit is required in order to secure the event date. A portion of the deposit is non-refundable. The balance on the total is due ONE WEEK PRIOR to the event. PS Designs is happy to provide one initial consultation, one additional meeting 30 days prior to wedding (if necessary), and up to two proposal revisions at no charge. Site visits within a fifty mile radius will be assessed a fee of \$125.00; additional in-person or telephone consultations are \$50.00/ hour; and additional proposal revisions are \$25.00 each.

Change Orders: Items may be added to the original floral order within 30 days of the event. A written proposal will be provided for approval with an additional deposit required.

Cancellations: Cancellations made at least 30 days before the event will receive a refund amounting to 1/3 of the original deposit. The remaining deposit balance is non-refundable. There are no refunds for cancellations made less than 30 days before the event.

Substitutions: We reserve the right to make substitutions in the unlikely event the flowers received are not of the quality suitable for your event. In this case, the integrity of the proposed color scheme will be maintained and flowers of equivalent value will be used.

Rentals: All floral containers provided by PS Designs are considered a Rental item and client assumes responsibility for damage or theft of all rentals during their event.

Event Guide: THE CLIENT is responsible to have a designated person meet the florist at the location of drop off and again at pick up at a pre-determined time. This is to ensure that all items are delivered in pristine condition and accounted for.

This agreement contains the entire understanding between PS DESIGNS and THE CLIENT. It supersedes all prior and simultaneous agreements between the parties. Amendments must be made in writing, signed by all relevant parties, and received within 30 days of the event date.

THE CLIENT UNDERSTANDS AND AGREES TO THE TERMS OF THIS CONTRACT

Client Signature: _____ Date: _____

Client Printed Name: _____



PS Designs is Middle Tennessee's premier custom florist for weddings and special events.

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