

*The Wedding Specialist™*

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**ORDER FORM**

|  |               | Qty. |                 |
|--|---------------|------|-----------------|
| Wedding Consulting Agreement Forms.....  | 20.99         |      | \$ _____        |
| Wedding Consulting Agreement Change Order Forms.....                             | 20.99         |      | \$ _____        |
| Notice of Intent Forms.....  | 20.99         |      | \$ _____        |
| Wedding Estimate Forms.....  | 20.99         |      | \$ _____        |
| Site Inspection Forms – House of Worship.....                                    | 20.99         |      | \$ _____        |
| Site Inspection Forms – Banquet Venue.....                                       | 20.99         |      | \$ _____        |
| Vendor Agreement Forms.....  | 20.99         |      | \$ _____        |
| Party Agreement Forms.....   | 20.99         |      | \$ _____        |
| Party Estimate Forms.....  | 20.99         |      | \$ _____        |
| Wedding Day Coordinator Job Order Forms.....                                     | 20.99         |      | \$ _____        |
| Event Estimate Forms.....  | 20.99         |      | \$ _____        |
| Event Coordinator Agreement Forms.....   | 20.99         |      | \$ _____        |
| Event Coordinator Agreement Change Order Forms.....                              | 20.99         |      | \$ _____        |
| <b>Value Pack! .. (set of 25 of each form listed above-SAVE \$25.87!!) .....</b> | <b>247.00</b> |      | <b>\$ _____</b> |

**Wedding Coordinator’s Workshop: Live or Tele-conference for those in business 2 years or less....Call for more information.**

New Items Coming Soon!      **Over for detailed product information**      New Items Coming Soon!

**Association membership not required to order – Prices & availability subject to change without notice – 24 hour FAX**

**Add Shipping & Handling Charges within the U.S.**

|                          |         |
|--------------------------|---------|
| Up to \$25.00.....       | \$ 6.99 |
| \$25.01 to \$50.00.....  | 9.99    |
| \$50.01 to \$75.00.....  | 14.99   |
| \$75.01 to \$100.00..... | 18.99   |
| Over \$100.00.....       | 23.99   |

**Outside the 48 States add \$18.00 to above charges.**

Orders paid by check will ship 10 business days after deposit.

Orders in stock and paid by all other methods will ship in 24 to 48 hours.

Sub Total \$ \_\_\_\_\_

AZ residents add .0885% sales tax \_\_\_\_\_

Shipping and Handling (see chart) \_\_\_\_\_

**Total Enclosed \$ \_\_\_\_\_**

**VISA or MASTERCARD**

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3 digit code \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

## PRODUCT DESCRIPTIONS

**Forms are letter size, 2 part carbonless copies with space at the top that allows personalization with your business stamp, label or imprint. Sold in packs of 25.**

**Important Notice:** These forms have been reviewed by an AZ attorney and the ABC. Be informed that when there is any compensation between a consultant and a vendor it may legally imply a partnership. In that case, certain “hold harmless” clauses regarding vendors in contracts may not release the consultant from liability in the event of litigation.

**Wedding Consultant Agreement:** A contract between wedding consultant and client.

**Wedding Consultant Agreement Change Order:** The professional way to make changes to the original Wedding Consultant Agreement.

**Wedding Estimate Forms:** Lists the items you will need to discuss during the initial wedding consultation. Handy guide for consultant and bride. Feel confident that nothing is being overlooked. (You’ll use lots of these).

**Event Estimate Forms:** Similar to the wedding estimate form, lists the items you will need to discuss during the initial event consultation. For larger events such as bridal fairs, trade shows, and corporate events, etc.

**Site Inspection Forms – House of Worship: NEW !!** This is a very handy form as you gather information on each church, synagogue or temple. Be confident that you’re getting all the needed information. For consultant’s own use.

**Site Inspection Forms – Banquet Venue: NEW !!** Now a place to record all the information you’ll need when doing site inspections for new venues for receptions and ceremonies that are not at a church or other house of worship. Be confident you’re getting all the information you need to present to your client when they are searching for a reception or ceremony location. For consultant’s own use.

**Notice of Intent:** Don’t let her get away! A simple form stating that a client intends to retain your services. A brief description of services and a place for a reservation fee to be applied to services you will be providing.

**Vendor Agreement Forms:** Designed as a contract between the consultant and vendor when your using a commission or referral based pricing structure.

**Party Agreement Form: NEW !!** Contract between client and consultant when planning smaller parties & showers.

**Party Estimate Forms: NEW !!** For use when planning Bridal or Baby Showers, Bachelor/Bachelorette, Birthday, Anniversary, Holiday, Retirement, Welcome Home or any general party.

**Wedding Day Coordinator Job Order Form:** When coordinating on the wedding day you will need a description of your duties, hours of service and any special orders. Helps to eliminate misunderstandings on exactly what is expected of you on the wedding day.

**Event Coordinator Agreement Form:** A contract between consultant and client when working events other than weddings. (Corporate events, Trade shows, Anniversaries, Birthdays, Holiday parties, etc.)

**Event Coordinator Agreement Change Order form:** A simple, professional way to make changes to the original Event Coordinator Agreement.

**Value Pack:** The way to go if you want a complete set of ALL your forms right away. Save \$25.87!