



Jade McIntosh

FLOWERS

## BOOKING FORM

Wedding date: \_\_\_\_\_

Couple's name: \_\_\_\_\_

Contact phone/name: \_\_\_\_\_

Contact email: \_\_\_\_\_

Postal address: \_\_\_\_\_

Ceremony location Commencement time: \_\_\_\_\_ AM / PM

Reception location Commencement time: \_\_\_\_\_ AM / PM

Number in bridal party: \_\_\_\_\_

• Bridesmaids: \_\_\_\_\_

• Groomsmen: \_\_\_\_\_

• Special guests: \_\_\_\_\_

Ceremony and reception flowers required: Yes/No

Suppliers

Photographer: \_\_\_\_\_

Hair and makeup: \_\_\_\_\_

Cake: \_\_\_\_\_

Planner/on the day coordinator: \_\_\_\_\_

Jade McIntosh  
FLOWERS

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# TERMS AND CONDITIONS

**See our terms and conditions below. I have read, signed and returned the terms and conditions below and have forwarded a deposit of \$250 to book my wedding date with Jade McIntosh Flowers**

- Jade McIntosh flowers take great care to ensure your happiness in our quality and service. By paying your booking retainer you are confirming your acceptance of these terms and conditions.
- As we only take a limited number of bookings, a \$300 booking fee or 25% deposit holds your wedding date with. During peak periods (sept - May) we have a minimum \$1200 order.  
This booking retainer is non refundable and in the event of cancellation will be forfeited to cover our costs. if cancellation is within six months of the event date, Jade McIntosh flowers will make a claim toward the total balance owing, unless in cases of genuine hardship- cancellation within six months: 40% of the total remaining balance is due. Cancellation within three months of the event: 80% of the total remaining balance will be due. Upon completion of the event there will be no refund of monies available from Jade McIntosh flowers.
- Full payment must be made not less than two weeks prior to the wedding/function date.
- If full payment is not made at least two weeks prior to the wedding then Jade McIntosh Flowers reserves the right to cancel the booking without further notice and retain the deposit to offset costs incurred.
- We prefer payments to be made by direct deposit to the following: BSB no. 650000 Account No. 516132207.  
**Please label your deposit with your name & wedding date to ensure its easily recognised. Credit card payments attract a 3% surcharge- please call to provide your details over the phone. If you are paying with an international account, our swift code is ASLLAU2C & Australian bank swift code ANZBAU3M**
- We source our flowers from the Sydney flower market and selected local suppliers and use only the very best flowers available for your wedding and function. We will use our best endeavours to supply the particular flowers you have selected for your wedding. However, on occasions, some flowers may not be available from our suppliers or may fail to meet our quality standards. In these circumstances we will contact you to explain the circumstances and agree suitable alternatives.
- Review your order 4-6 weeks prior to your wedding day. After this time we may not be able to make changes to orders placed with growers & suppliers
- If you are dissatisfied with either our service or floral arrangements we must be notified of your dissatisfaction **at the time of delivery**. This enables us to promptly rectify any aspect that may not have met your expectations. No responsibility will be taken after this time.
- Jade McIntosh flowers is not responsible for circumstances beyond their control (eg. natural disasters, traffic incidents) but will use best endeavours to mitigate and/or resolve the issue or event. In the event of any loss or damage howsoever caused by Jade McIntosh flowers, liability is limited to refund of fees paid.
- We have a bond of \$100 in place for compensation of missing and or damaged items. We will refund this full amount, following full collection or return of all items in their original condition. We will advise of any damaged or missing items and their replacement cost will be subtracted from your bond or an invoice for additional repair/replacement cost will be provided and will be due within 14 days of your event. Please visit <http://www.jademcintoshflowers.com.au/hire-item-replacement-costs> for a summary of costs.
- Jade McIntosh Flowers will not be held responsible for items hired on your behalf e.g. Vases. These items are covered by your event hirer's terms and conditions.
- We encourage you to remember what this day is really about! Don't lose sight and please enjoy the planning process.

Please sign and date the bottom of this page and return via email [jade@jademcintoshflowers.com.au](mailto:jade@jademcintoshflowers.com.au) or post to The Wedding Collective, Doran St Carrington NSW 2294 (opposite number 73)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

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