

## **The Agreement for Stress Free Wedding Flowers**

Who ever you select to supply your flowers make sure that you have no misunderstandings or disappointments. Use this checklist to discussed and agreed to all the elements below and make sure they are included in your written agreement.

### **What items should be covered in your flower agreement:**

- Name and contact information for you and the vendor
- Date, times, and locations of your ceremony and reception. Include all contact names and phone numbers.
- An itemized list of all the flower arrangements you're buying, from bouquets to centrepieces, with names and colours
- Flower alternatives (in your price range) should a specific bloom be unavailable on your wedding day; also include unacceptable substitutions, if any
- A list of items the florist will supply -- centrepiece vases, trellises, other accessories. If they need to be returned a list of the items and the date of return.
- Arrival times for set-up at the ceremony and reception sites
- Where and when bouquets and boutonnières should be delivered, if not to the ceremony site (to your home, for example)
- Name of the person, if any, who will be on hand during the wedding
- Total cost and payment schedule
- Sales tax, overtime charges, delivery fees, and set-up fees
- Deposit amount and due date
- Balance amount and due date
- Cancellation/refund policy
- Florist's signature
- Your signature