

The Floral Fairy . 123 Truelove Ln . Anytown, USA 12345

555-555-5555

Thumbellina@thefloralfairy.com

Customer Name: _____

Phone: _____ Do you prefer to be texted at this number? _____

Email: _____

Wedding date: _____ Delivery date: _____

Be sure to include
how you prefer to
be contacted.

Order details

flower names, colors and
amounts; flower types that
should not be included in
any arrangements, if there
are any specific blooms you
definitely don't want .

an itemized list of every-
thing you have ordered
from bouquets, boutonni-
eres, and centerpieces to
aisle arrangements and
cake table decor

a list of any other items the
florist will supply center-
piece vases, trellises and
other accessories.

Flower name	Color	Quantity	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Arrangement Type	Color	Quantity	Cost
_Bouquets_____	_____	_____	_____
_Boutonniers_____	_____	_____	_____
_Centerpieces_____	_____	_____	_____
_Aisle arrangements____	_____	_____	_____

Props	Color	Quantity	Cost
_Vases_____	_____	_____	_____
_trellises_____	_____	_____	_____
_____	_____	_____	_____

Delivery location _____

Time of delivery _____

Setup yes no

Time of setup _____

Take down yes no

Date and time of take down _____

Name and cell number of delivery person/setup crew

Fee for setup/take down/delivery _____

Make sure it is clear where and
when the florist will deliver. If
they will handle setup/
takedown and what the fees for
those services are.

Subtotal _____

Fees _____

Tax _____

Gratuity _____

Total _____

Deposit amount _____

Amount due on delivery date _____

Things happen. Make sure you are covered.

Leave no room for
surprises! List every
fee.

Cancellation/refund policy: This should be in clear understandable language that both parties agree to

www.stressfreebrides.com