

*Your Company address and details here*

# BOOKING FORM / INVOICE

Booking date:		Booking/Invoice No:	
Customer name: .....		Venue: .....	
Address:.....		Address:.....	
.....		.....	
.....		.....	
Tel:.....		Tel:.....	
Function date:	Time:	Access time:	
To supply goods and / or services			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
<b>PAYMENT TERMS:</b> 50% Deposit at time of booking Balance not later than 7 days prior to event			<b>TOTAL</b> £
Deposit: £	Date paid:	Initials:	
Balance: £	Date paid:	Initials:	
Please provide the above goods and / or services in accordance with the terms and conditions overleaf			
Signed..... Date.....			
Please print name.....			

Office use: Stock picked ( )      Diary input ( )

## TERMS AND CONDITIONS TO BE CONSIDERED

- ✳ A non-returnable deposit of 50% of the total bill is payable at the time of booking
- ✳ The balance invoice will be sent to you 10-14 days prior to the date of the function for which the balloons are required. This must be paid in full not less than 7 days before the function. Please check your invoice carefully to ensure that everything you have ordered is shown, as the invoice will form our checklist when we are decorating your function. Please inform us of any mistakes immediately.
- ✳ All prices are exclusive of VAT
- ✳ Payment may be made by cash, cheque or credit card – Access, Mastercard, etc (are all accepted). (Please note credit card transactions carry a \*% service charge) BALLOONS WILL NOT BE INSTALLED AT THE FUNCTION IF PAYMENT HAS NOT BEEN RECEIVED BY THE DUE DATE
- ✳ Alterations to the original order can be made up to 14 days prior to the function at which time the final invoice will be prepared and the materials ordered from our suppliers. ANY ALTERATIONS MADE AFTER THIS TIME WILL BE SUBJECT TO AN ADDITIONAL CHARGE.
- ✳ It is essential that the telephone number of the venue of the keyholder be supplied to us that we may arrange a time to construct your decorations. Balloon decorating is a very time-consuming job and can be done on the day of the function – so access to the venue may need to be earlier than you may expect. We cannot be held responsible for any problems which may arise from our not being able to gain access to the venue at a time suitable to us.
- ✳ The safe keeping and return to \*\*\*\*\*, of returnable fixings, display pieces and hire or loan equipment is the responsibility of the client unless otherwise agreed.
- ✳ The contract is binding on both parties unless amended by mutual consent
- ✳ Balance refunds cannot be made on functions cancelled less than one month before the event. Suitable insurance should be taken to cover this eventuality

I have read and agree to the above conditions: (please print name) .....

Clients: .....

Non-refundable deposit of £..... received with thanks .....

signed & dated by shop representative