

## **Payment Policy**

Our payment process has been devised to ensure ease for our clients. Along with this policy, our invoice is considered as a contract of payment.

Firstly the process has five steps as outlined below, however please ensure you have read and understood the additional terms as upon making a deposit you will be considered to have accepted our terms and conditions.

## Terms and Conditions

We do ask a 50% deposit in order to secure you date, this needs to be made within 30 days of the Invoice being sent. Should we not receive a deposit after this date we will presume you do not wish to proceed with the booking. Remaining payments are then required however you wish, so long as full funds are with us no later than 8 weeks before the date booked.

Whilst we are happy to move your date once a deposit is received, please bear in mind this is subject to availability on the new date requested. We can not always guarantee availability at this time, but by all means will work with you to find a date suitable for both parties wherever possible.

Regrettably, deposits are non refundable should you then decide to cancel your event. That said, any payments made additional to the deposit can be refunded in the event of cancellation, if written notice is provided 8 weeks or more prior to the booked date.

## **Our Process**

Step One - If you haven't already, get in touch with us for a quick chat to discuss our availability.

Step Two - We have an extensive range of products covering Planning, on the day coordination and styling of weddings and events. It is recommended you browse our brochure to consider the items you would like.

Step Three - Once you know the desired items send a list of them across and we will gladly compile a provisional quotation or arrange a consultation depending on your schedule.

Step Four - Sometimes the provisional quotation may need to be tweaked at this point so please check carefully the quantities and items listed. Once confirmation this is what you want, we will send a formal invoice which is then subject to terms and conditions outlined above.