 **Special Order Agreement**

Customer/Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Responsibility: Who pays for the items? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORDER DETAILS: **It is recommended to place all orders at least 4 weeks in advance of the event date. If the order is placed within 4 weeks of the event date, the Creative Studio has the right to charge a late order fee dependent upon the size and complexity of the order.**

TIE TYPE: Necktie Quantity\_\_\_\_\_ x $20 =\_\_\_\_\_\_\_

 Bowtie Quantity\_\_\_\_\_ x $15 =\_\_\_\_\_\_\_

POCKETSQUARE: Quantity\_\_\_\_\_ x $5 = \_\_\_\_\_\_\_

NOTES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

50% Deposit Due Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Payment Due Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All sales are final. No refunds. **A 50% non-refundable deposit is required upon order.** There is a 15% cancellation fee for orders that are cancelled within 21 days of the event date. **The remaining balance is due upon delivery.** If final payment is not submitted, Creative Studio retains the right to hold the order until final payment is submitted.

In the event of a cancelled wedding or function, all products must be picked up. Products not picked up within 30 days from the event will be donated or sold. In the event of a cancelled wedding, the 50% deposit is non-refundable.

I agree to these terms in their entirety:

Customer/Company Representative:

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Creative Studio Representative:

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_