



WHITE ORCHID EVENTS & DESIGN

REQUEST FOR QUOTATION

Please tick (v) the box next to the services you require. We will endeavour to provide you with a quotation within 24-48 hours of receiving your completed form.

Please fax the completed form to 086 509 9991 or mail to info@whiteorchidevents.co.za.

SERVICES AVAILABLE	Tick (v) if Required	For Consultant use only
Standard Services Included for All Co-ordination Packages		
1 st Consultation : Free of charge for a period of up to two hours		
Initial Site Visit of venue and feedback (Travel costs not included)		
Wedding Planning Checklists		
Assistance with Budget Planning		
Regular Correspondence and updates on Co-ordination progress		
Updates on Supplier deposits and payments due		
On-the-day Co-ordination of Suppliers		
On-the-day Facilitation of event up to last formality		
Travel costs up to 300km. Costs incurred thereafter charged at R3.00/km		
Administrative Costs up to R500. Costs incurred thereafter charged		
Wedding Planning Services		
Source Ceremony Venue		
Source Reception Venue		
Source Caterers & setup tasting appointments – if venue does not provide		
Booking of Priest/Marriage Officer if not using your own		
Source Marriage Contract Attorneys		
Source Photographer		
Source Videographer		
Source DJ		
Source Musicians or other special entertainers		
Source Dance Lesson Instructors		
Source Wedding Cake and set up Tasting Appointments		
Source Wedding Favours for Guests		
Source Gifts for Bridal Attendants		
Setup Online Gift Registry		
Source Quotations for Invitations and other wedding-related stationery		
Provide Creative ideas for decor and general wedding ideas		
Source Decor Hire		
Source Flowers		
Source Draping quotes		
Source Wedding Dress and/or Accessories (delete non-applicable)		
Source Attendants Attire (Bridesmaids & Groomsmen)		
Source Groom's Attire and/or Accessories (delete non-applicable)		
Source Bridal hair & Makeup (Incl Trials for bride)		

Source Bridal Party Transport		
Pre-Wedding Parties (Engagement/bachelor & bachelorette)		
Source engagement and wedding rings		
Source Bridal party accommodation		
Source guest accommodation		
Obtain quotes for Honeymoon		
Non-Wedding Services		
Conferencing		
Anniversary Celebrations		
Special Birthdays (from 21 st -100 th)		
Baby Showers		

Please Note :

Items that are NOT included in your quotation :

1. Additional Travel costs above 300km provision
2. Additional Administrative costs above R500 provision
3. Non-Alcoholic Refreshments, light snacks and main meal for the consultant on the day of the function – these will be for your account on the day and to be settled directly with the venue
4. Accommodation for consultant for weddings outside of a 100km radius or for functions at remote locations where the roads/surrounding areas are not deemed safe for late night travel

Additional Information Required for Quotation :

Name of Bride : Tel : Email :

Name of Groom : Tel : Email :

Wedding date : (if not yet set, please provide month and year)

Wedding Venue : Ceremony :

Estimated Total Guests (including bride & groom) : (of which are children)

Colour Scheme :

Number of Attendants : (Bride) (Groom)

Bride's parents :

Groom's parents :

Please feel free to provide any other information that you feel may be relevant to your function :

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